

# Quest® Migration Solutions for SharePoint

## User Guide

Migration Suite for SharePoint v4.5

Migrator for SharePoint Online v4.5

Migration Manager for SharePoint v4.5

Public Folder Migrator for SharePoint v4.5

File Migrator for SharePoint v4.5

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Quest Migration Solutions for SharePoint  
Version 4.5  
Last updated – May 15, 2013

# Contents

<b>About This Guide .....</b>	<b>6</b>
Overview .....	6
Conventions .....	6
<b>Introduction to Quest Migration Solutions for SharePoint .....</b>	<b>8</b>
<b>Required Permissions .....</b>	<b>9</b>
SharePoint .....	9
Source SharePoint Sites .....	9
Target SharePoint Sites .....	9
Exchange .....	9
File System .....	10
<b>Installation.....</b>	<b>11</b>
<b>Product Activation .....</b>	<b>14</b>
Offline Activation .....	15
<b>Working with the Quest Migration Solutions for SharePoint .....</b>	<b>16</b>
Interface Overview .....	16
Connecting to SharePoint.....	17
Kerberos Authentication .....	19
Connecting to SharePoint Online Sites .....	19
Claims Based Authentication.....	20
Password Manager.....	20
Using Site Collection Discovery.....	22
Navigator View.....	24
Contents Area.....	24
Connections Area .....	25
<b>Migrating SharePoint Content .....</b>	<b>26</b>
Migrating Sites .....	27
Migrating Site Collections/My Sites .....	33
Migrating Lists and Document Libraries .....	37
Single List Copy.....	37
Multiple Lists Copy.....	42
Migrating Individual Items/Documents .....	44
In-Place Content Tagging .....	49
Migrating Site Objects and Permissions.....	51
Migrating List Objects .....	54
Migrating Web Parts .....	55
Repeating Migration for Failed Objects .....	58
Using Site Compare .....	59
Scheduled Migrations (Project Mode) .....	62
Creating Jobs.....	62
Running Jobs.....	64
Tracking Job History .....	64
Viewing/Modifying Job Properties .....	66
Incremental Migrations .....	67
Incremental Migrations in Project Mode .....	68
Incremental Migrations in Quick Mode .....	73

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<b>Migrating Legacy Content to SharePoint.....</b>	<b>74</b>
Migrating Exchange Data to SharePoint .....	76
<i>Copy Entire Folder.....</i>	<i>76</i>
<i>Copy Individual Items .....</i>	<i>79</i>
<i>Migrating Exchange Folder Permissions.....</i>	<i>84</i>
Migrating Files to SharePoint .....	86
<i>Migrating NTFS Folder Permissions .....</i>	<i>91</i>
Scheduled Migrations .....	93
<b>Metadata Mapping and Tagging .....</b>	<b>94</b>
Data Analysis Mode.....	94
Properties Screen.....	95
<i>Content Type .....</i>	<i>95</i>
<i>Tagging/Classification.....</i>	<i>96</i>
Field Value Selection Screen .....	96
<b>Migrating Created/Modified Metadata .....</b>	<b>98</b>
Installing Extension Web Service .....	99
<b>Advanced Migration Features .....</b>	<b>100</b>
Migrating E-mail Alerts .....	100
Migrating Workflows .....	103
<i>Migrating OOB and SharePoint Designer Workflows.....</i>	<i>104</i>
Migrating SharePoint Designer Objects .....	106
Preserving Content Authorship and Approve/Reject Status .....	107
User/Group Mapping .....	108
<i>User Mapping for Folder Permissions Migration .....</i>	<i>109</i>
Template Mapping.....	112
<b>Updating the Application.....</b>	<b>114</b>
<b>Appendix I. Profile Manager .....</b>	<b>117</b>
<b>Appendix II. CSV Based Migration .....</b>	<b>119</b>
<i>Creating a CSV File.....</i>	<i>119</i>
<i>Copying/Uploading Items Using a CSV File.....</i>	<i>120</i>
CSV Format for File Upload to SharePoint .....	122
CSV Format for SharePoint to SharePoint Copy .....	123
CSV Format for E-Mail and Public Folder Objects Copy .....	124
<b>Appendix III. Command Line Reference .....</b>	<b>126</b>
General Syntax .....	127
Common Parameters .....	127
Connection Parameters.....	127
Copylist Parameters .....	128
Copysite Parameters .....	128
Copyitems Parameters .....	130
Importfiles Parameters .....	131
Examples .....	131
<b>Appendix IV. Troubleshooting .....</b>	<b>132</b>
<b>Appendix V. Log Files Location.....</b>	<b>134</b>
<b>About Quest Software, Inc. ....</b>	<b>136</b>
Contacting Quest Software.....	136
Contacting Quest Support .....	136

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# About This Guide

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## Overview

This document has been prepared to assist you in becoming familiar with Quest Migration Solutions for SharePoint. This User Guide contains the information required to configure and use the products. It is intended for network administrators, consultants, analysts, and any other IT professionals using the following Quest products:

- Migration Suite for SharePoint v4.5
- Migrator for SharePoint Online v4.5
- Migration Manager for SharePoint v4.5
- Public Folder Migrator for SharePoint v4.5
- File Migrator for SharePoint v4.5

## Conventions

In order to help you get the most out of this guide, we have used specific formatting conventions. These conventions apply to procedures, icons, keystrokes and cross-references.

ELEMENT	CONVENTION
Select	This word refers to actions such as choosing or highlighting various interface elements, such as files and radio buttons.
<b>Bolded text</b>	Interface elements that appear in Quest products, such as menus and commands.
<i>Italic text</i>	Used for comments.
<b><i>Bold Italic text</i></b>	Introduces a series of procedures.
Blue text	Indicates a cross-reference. When viewed in Adobe® Acrobat®, this format can be used as a hyperlink.
	Used to highlight additional information pertinent to the process being described.
	Used to provide Best Practice information. A best practice details the recommended course of action for the best result.
	Used to highlight processes that should be performed with care.

+	A plus sign between two keystrokes means that you must press them at the same time.
	A pipe sign between elements means that you must select the elements in that particular sequence.

# Introduction to Quest Migration Solutions for SharePoint

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Quest Migration Solutions for SharePoint provide easy to use, yet powerful tools for migrating content, lists, libraries, sites and site collections between SharePoint environments, both on-premise and hosted (Microsoft SharePoint Online). Whether you are consolidating, upgrading or simply re-organizing your environment, our solution provides a convenient and familiar way of moving your SharePoint data. You can simply drag-and-drop data to a new SharePoint location or use scheduled tasks to move larger data sets during off-hours.

With Quest Migration Solutions for SharePoint, you can also easily load files from Windows network drives, import email items from Exchange public folders and classify legacy or imported content to unlock the full potential of SharePoint search and navigation.

Quest Migration Solutions for SharePoint include five products:

PRODUCT	DESCRIPTION
Migration Suite for SharePoint	Includes SharePoint to SharePoint migration, migration from file systems and Exchange public folders. Supports migration to on-premise SharePoint servers and Microsoft SharePoint Online (Office 365/BPOS)
Migrator for SharePoint Online	SharePoint Online edition of the suite. Includes migration from on-premise SharePoint, file systems and Exchange public folders to Office 365/BPOS
Migration Manager for SharePoint	On-premise SharePoint to SharePoint migrations
Public Folder Migrator for SharePoint	Migrate from Exchange public folders and PST archives to on-premise SharePoint
File Migrator for SharePoint	Migrate from Windows file systems to on-premise SharePoint

While each product has its own set of supported source and target systems, all five products are included in the same install and most of the features and capabilities are common across editions. This user manual provides applicability references for specific product functions that are turned on and off based on licensing.



# Required Permissions

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## SharePoint

The application connects to SharePoint sites as the currently logged on user by default. If authentication fails for the current user or he/she is not authorized to access the site, the application prompts for alternate credentials to connect. Stored network passwords in Windows can be used to access sites as a different user.

Permission requirements for hosted (e.g. SharePoint Online) sites are the same as for on-premises SharePoint 2007/2010/2013.

### Source SharePoint Sites

SHAREPOINT VERSION	REQUIRED PERMISSIONS
SharePoint 2003	Member of the Designer site group
SharePoint 2007/2010/2013	Design (or higher)

### Target SharePoint Sites

SHAREPOINT VERSION	REQUIRED PERMISSIONS
SharePoint 2007	Full Control
SharePoint 2010	Full Control
SharePoint 2013	Full Control

## Exchange

The application connects to Exchange public folders using a mail profile in the local instance of Microsoft Outlook 2007/2010. If you need to access public folders under a different user, you can create a new Outlook profile and select it when the application connects to Outlook.

SOURCE	REQUIRED PERMISSIONS
Exchange Public Folders	Reviewer

## File System

The application connects to local disks and mapped file shares as the currently logged on user. You can run the application as a different user (Run As) to access the local file system beyond your current permissions. Use stored network passwords in Windows to access remote file shares as a different user.

<b>SOURCE</b>	<b>REQUIRED PERMISSIONS</b>
Local File System	Read
Remote Shared Folders	Read (NTFS and share permissions)

# Installation

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Quest Migration Solutions for SharePoint are client side applications that can run on any Windows computer with Internet and network access to SharePoint servers.

## ***Pre-Installation Checklist***

Before installing any of the Migration Solutions for SharePoint, ensure your system meets the following minimum requirements:

- X86 1GHz or higher processor
- 1.5 GB of RAM
- 250MB of free disk space
- Windows XP, Windows Vista, Windows 7, Windows 8, Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, 32-bit or 64-bit.
- Outlook 2007 or 2010 with a configured profile to connect to Exchange public folders (Exchange Server 2003 and higher)



Both Microsoft Outlook and Migration Solutions for SharePoint must be the same bit version. Migration Solutions for SharePoint 64-bit will fail to work with 32-bit version of Outlook, and vice versa.

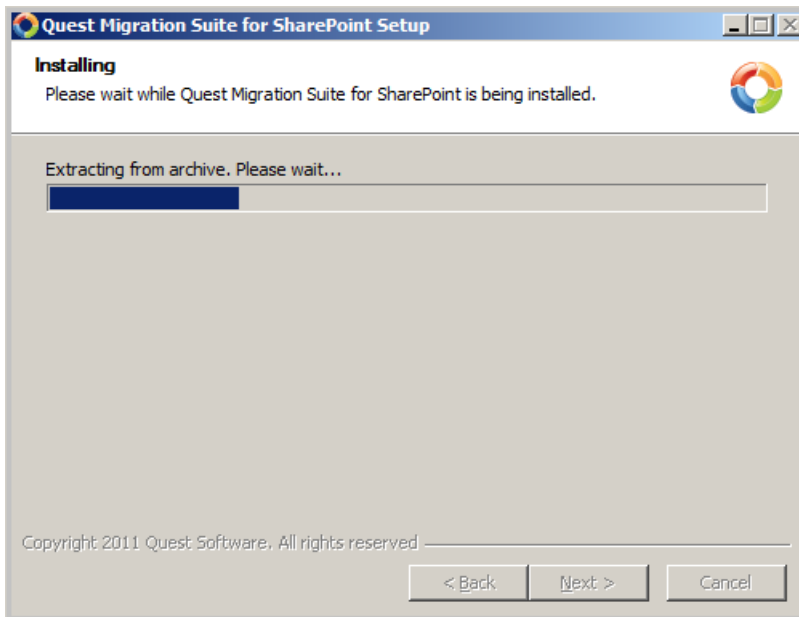
Regardless of which product you select, the same installer is used. To install the product, perform the following:

1. Extract the contents of the download package to a folder on your computer.

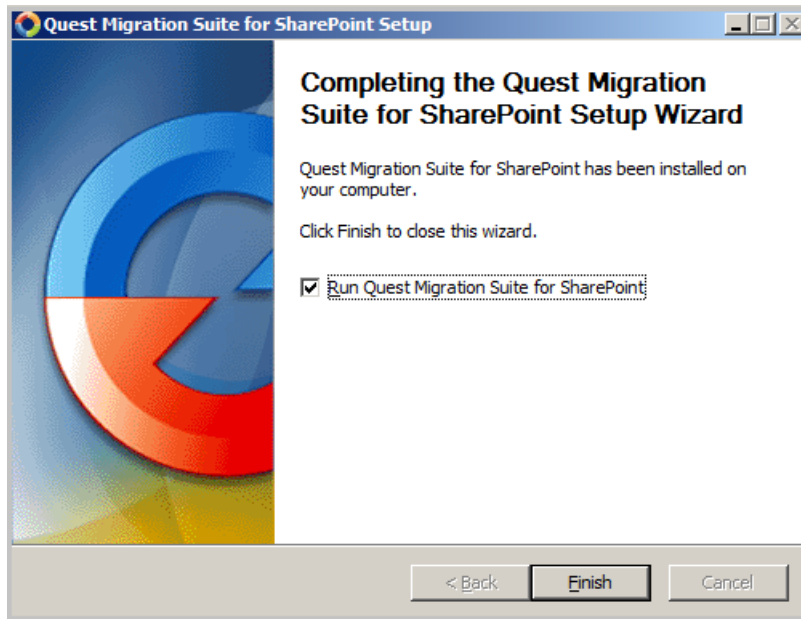
2. Run /x86/QuestMsSetup.exe or /x64/QuestMsSetup64.exe depending on your operating system.



3. Accept the Quest Software license agreement.
4. Specify the installation folder.
5. Wait for the setup wizard to install Migration Solutions on your computer:



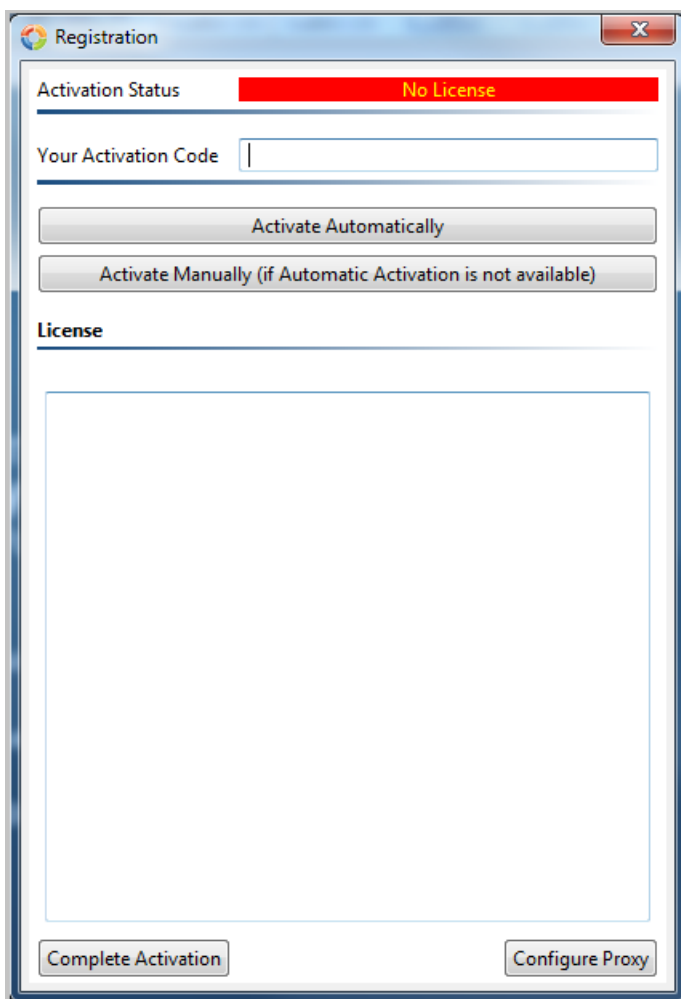
6. Click **Finish** to complete the setup:



# Product Activation

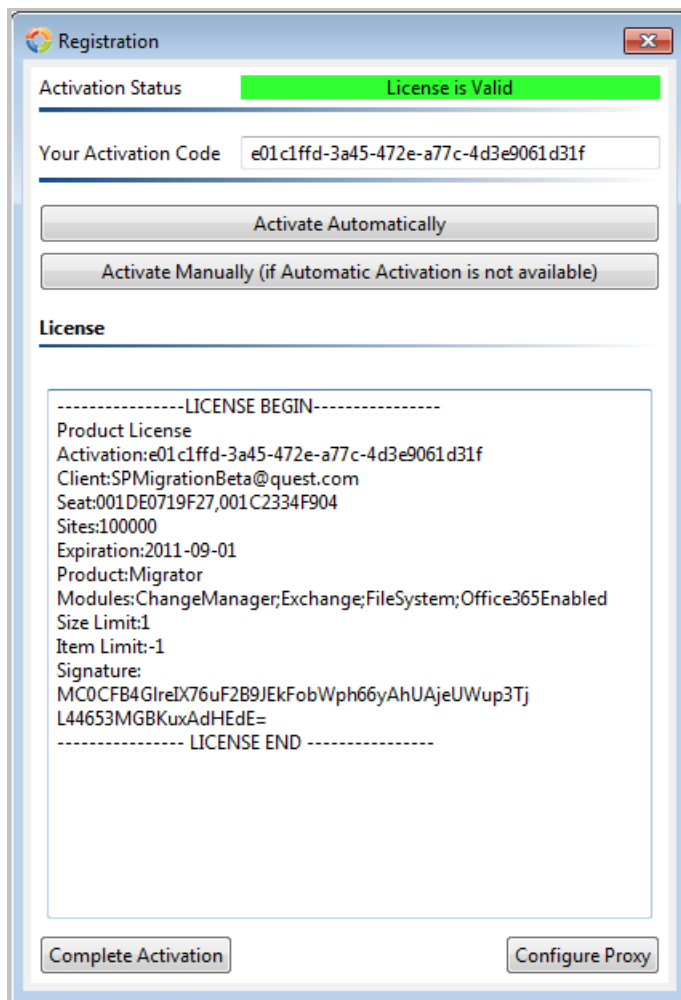
Each of the Quest Migration Solutions for SharePoint needs activation before you can use the product on your computer. Your license will enable the particular product edition you own.

1. When you start the application the first time, the **Registration** window is shown prompting to activate the installation:



2. Enter your trial or purchased activation code.
3. If your computer is connected to the Internet via a proxy, click **Configure Proxy** and enter your proxy server settings.
4. Click **Activate Automatically**.

- The activation status will read **License is Valid** and turn green after a successful activation:



- Click **Complete Activation** to proceed.

## Offline Activation

If the computer you install the application on is not connected to the Internet, use the manual activation option:

- Copy and paste the provided code into the **Activation Code** field.
- Click the **Activate Manually** button. Copy the complete URL to a text file and save the text file that can be moved to another computer.
- On a computer with Internet access, open a browser and paste the URL from the text file saved earlier. A license file will be generated from the Quest web site.
- Copy the entire license, including the ----LICENSE BEGIN---- and ----LICENSE END---- lines into a text file that can be moved to the computer with the application installed.
- Paste the entire license from the text file into the **License** area of the **Registration** screen.
- Close the **Registration** screen.

# Working with the Quest Migration Solutions for SharePoint

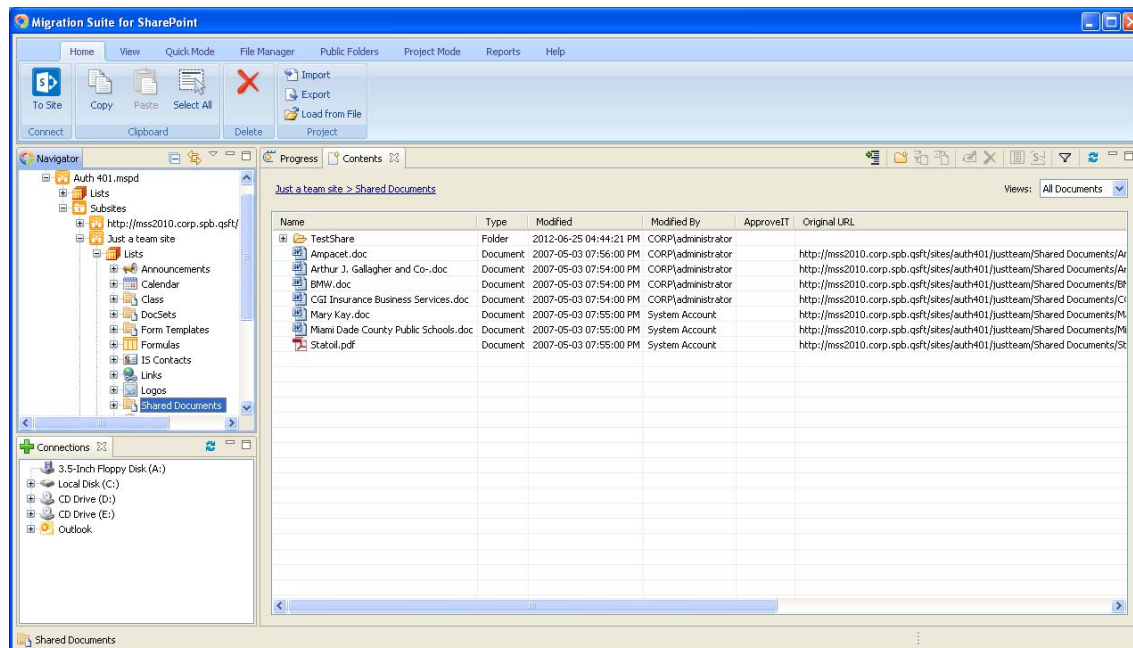
## Interface Overview

The application window consists of three primary areas (the picture below represents the default arrangement):

- Navigator View
- Contents Area
- Connections Area



The **Connections** pane is only available in the product editions that support migration from file systems and/or Exchange public folders.





## Connecting to SharePoint

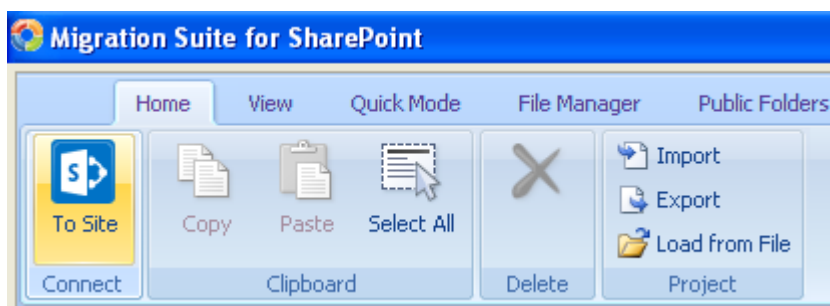
Connecting a SharePoint site enables you to copy/paste or drag and drop content to and from the site.



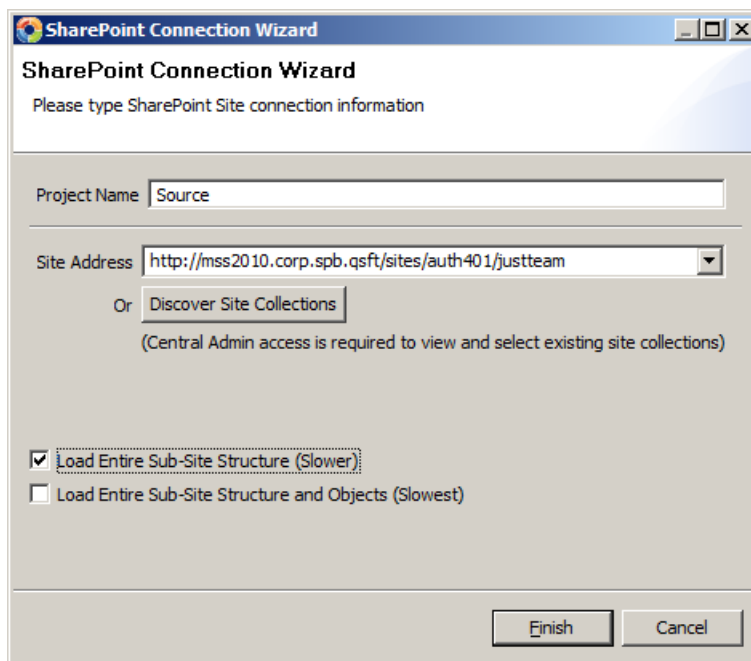
It is generally more convenient to have sites connected and displayed in the **Navigators**; you can also run migrations by entering site URLs directly into the copy wizards without connecting to them first.

To connect to a site:

1. Click the **Connect To Site** button on the **Home** ribbon:



2. In the connection window, enter the name for the connection and the site URL:



By default, when the application connects to a site, it loads its contents (lists) but not sub-sites. The tool will load them when you expand the site tree.

You can choose to load sub-sites and their contents in the Connection Wizard using either of the following options:

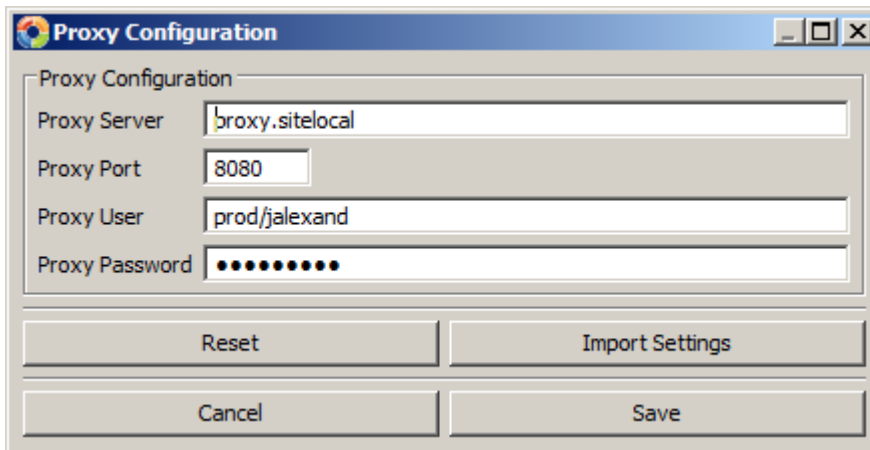
- **Load Entire Sub-Site Structure** – selecting this option will load the entire sub-site hierarchy below the current site. To expedite the loading process, no additional objects will be loaded into the sub-site. You may double-click any sub-site to load its objects individually.
  - **Load Entire Sub-Site Structure and Objects**– Selecting this option will load the entire sub-site hierarchy below the current site along with all their objects.
3. Quest Migration Solutions for SharePoint automatically detects the SharePoint authentication mechanism and your client environment. Depending on your configuration, you may be connected automatically or prompted for your credentials:
- a) If your SharePoint environment is using Integrated Windows Authentication and you are accessing this environment from a computer logged into the same domain, no credentials are required. Click the **Connect** button and you will be automatically logged in using the credentials of the currently logged in user.



If you want to use an alternate account to connect to a SharePoint site, set the **Use local system credentials** option to **False** in the Global Variables section of Profile Manager. After you restart the application, you will be prompted for credentials each time you connect to a new site.

- b) If your SharePoint environment is using Integrated Windows Authentication and you are accessing this environment from a computer that is not logged into the same domain, specify your credentials and click **Connect**.
- c) If your SharePoint environment is using Form Based Authentication, specify your user name, password and domain in the provided fields and click **Connect**.
- d) If your SharePoint environment is using Kerberos Authentication, please refer to section [Kerberos Authentication](#) section for configuration instructions.
- e) If your SharePoint environment is hosted (Office 365 and BPOS), refer to the [Connecting to SharePoint Online Sites](#) section for detailed configuration instructions.
- f) If your SharePoint environment is using Claims Based Authentication, please refer to the [Claims Based Authentication](#) section for detailed configuration instructions.
4. You can store your credentials for frequently accessed sites by using Password Manager. For detailed information, please refer to the [Password Manager](#) section.

5. If the SharePoint server you are connecting to is behind a proxy, check the **Use Proxy** option and click **Proxy Configuration** to enter or verify the proxy settings. You can use the **Import Settings** button to import the proxy server address and port from Internet Explorer.

A screenshot of a 'Proxy Configuration' dialog box. The dialog has a title bar with a globe icon and the text 'Proxy Configuration'. Inside, there are four input fields: 'Proxy Server' with the text 'proxy.sitelocal', 'Proxy Port' with the text '8080', 'Proxy User' with the text 'prod/jalexand', and 'Proxy Password' with a masked password of ten dots. Below these fields are four buttons arranged in a 2x2 grid: 'Reset', 'Import Settings', 'Cancel', and 'Save'.

6. Upon loading the site, it will be displayed in the **Navigator View** in the application main window.

## Kerberos Authentication

For detailed information on configuring the application to connect to SharePoint sites using Kerberos authentication, refer to <http://communities.quest.com/docs/DOC-12844>

## Connecting to SharePoint Online Sites

If your product edition supports Microsoft SharePoint Online (Office 365 and BPOS), you can connect to SharePoint Online sites with the same SharePoint Connection Wizard.

What you need to enter in the user prompt depends on the version of your SharePoint Online site:

### ***Office 365 (SharePoint 2010/2013)***

Enter your Office 365 user name which you normally specify when you log into the site in the browser, i.e. [user@contoso.onmicrosoft.com](mailto:user@contoso.onmicrosoft.com).

### ***BPOS (SharePoint 2007)***

In case of a BPOS site, you will need to look up the proper user ID to use as follows:

1. Log into your BPOS site.
2. Click on the **Welcome Username** link at the top right corner of the page.
3. Select **My Settings**.
4. Write down the value of the **Account** property.

When prompted for credentials, use the account string from step 4 as the user name in the SharePoint Connection Wizard. You can use the complete domain\user account name in the user field or type user in the user field and domain in the domain field.

## Claims Based Authentication

To connect to SharePoint sites using claims-based authentication, perform the following:

1. Go to **Help> Profile Manager> Global Variables**.
2. Set the **Enable browser connect** option to **True**.
3. Click **Apply**.
4. Close and restart the application.
5. Click the **Connect to Site** button on the ribbon.
6. Specify the connection name and the URL for your site. Click the **Finish** button. An authentication box will pop up.
7. Click the **Claims** button. A browser will pop up.
8. Enter your claims based credentials.




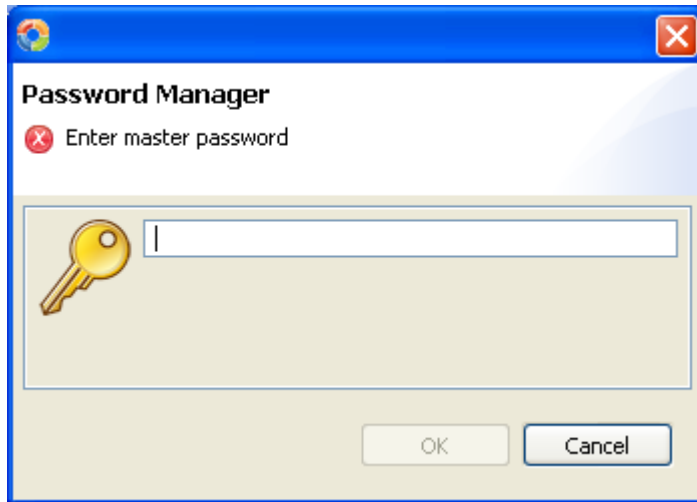
If the site does not use claims based authentication, the connection will fail.

## Password Manager

Password Manager connects you to your SharePoint sites automatically without entering a password for each connection when the application is restarted. The connection credentials are stored securely on the computer and protected with a master password.


When you start a migration, you will be prompted for your credentials:

To launch Password Manager, click the  icon. In the **Password Manager** window specify the master password, confirm it, and then click **OK**:



After you enter your credentials in the **Connect to SharePoint** window, click the password manager icon again, and then click **Connect**. Your credentials will be successfully stored.

During the next launch of the tool, when connecting to your site, you can click the Password Manager icon, enter your master password, and your credentials will be entered for you.

If you do not want Password Manager to store your credentials or you want to remove them from Password Manager, click the  icon. This icon will be displayed if you have logged into password manager correctly and have previously stored your credentials.

## Using Site Collection Discovery

You can connect to a site collection by entering the site collection URL in the Site Address field of the SharePoint Connection Wizard as described above.

Alternatively, use the site collection discovery feature as described below.

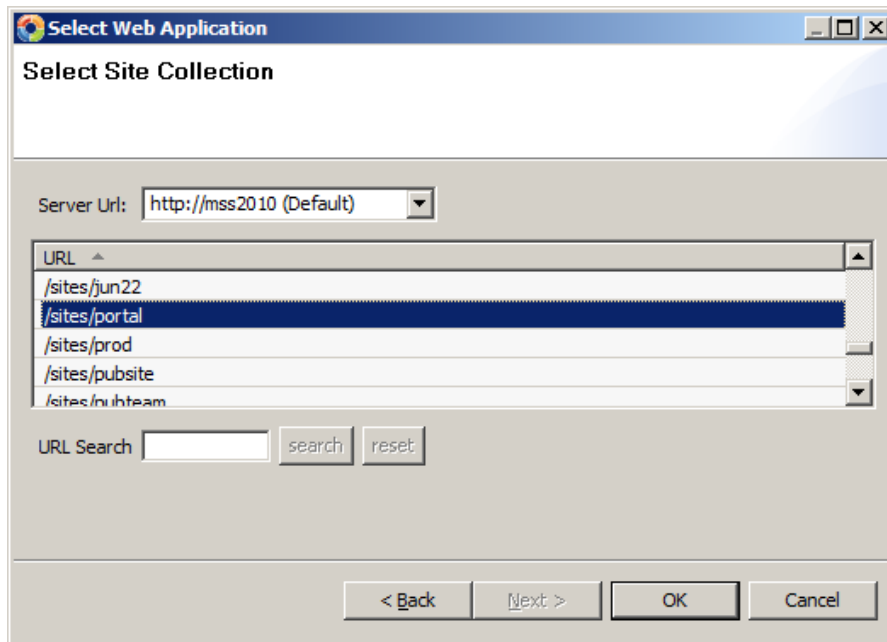


Site collection discovery does not support SharePoint 2003.

1. In the SharePoint Connection Wizard, click **Discover Site Collections**.
2. In the **Select Web Application** window enter the Central Administration site URL and click **Connect**.
3. Select a web application from the list and click **Next** to display site collections in the web application.

Web Application Name	URL
SharePoint - 80	http://mss2010/
SharePoint - 90	http://mss2010:90/
SharePoint Central Administration v4	http://mss2010:30000/

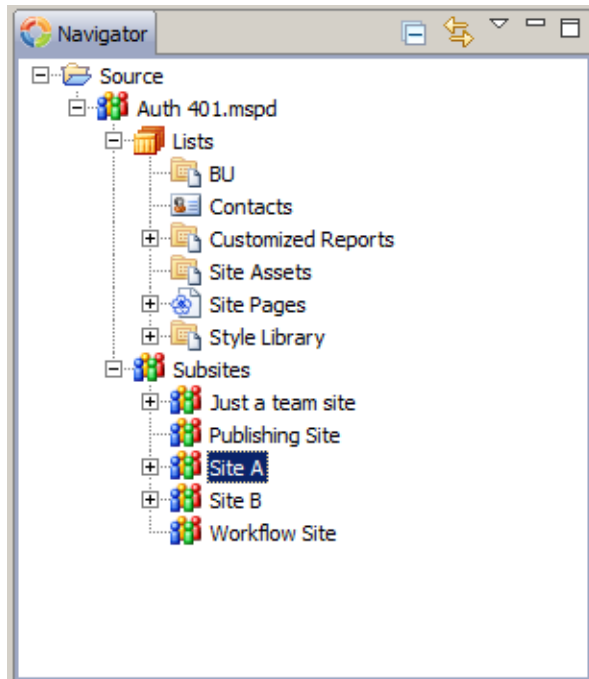
4. On the **Select Site Collection** screen, select the site collection to connect to and click **OK**. You can use URL Search to filter the site collections list:



5. The URL of the site collection you selected will be inserted into the **Site Address** field of the SharePoint Connection Wizard.

## Navigator View

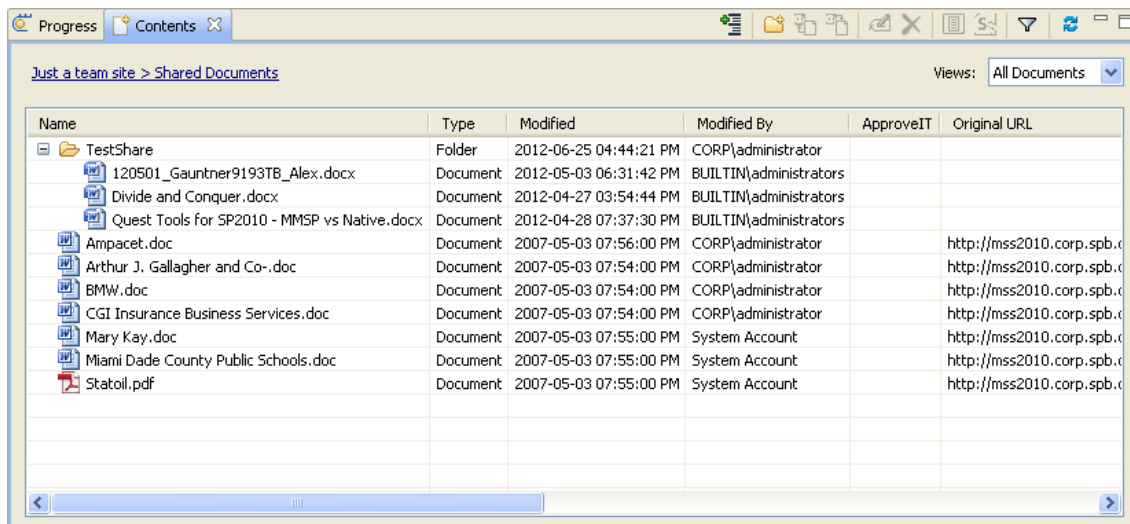
The **Navigator** pane shows the connected SharePoint sites and allows you to browse the site hierarchy and site content in a tree view. SharePoint objects displayed in **Navigator** area are limited to sites, sub-sites, lists and libraries.



Double-clicking on any of the sites, lists or libraries will trigger the application to display the content for that object. In addition, a set of actions is available from right-click menus on sites, lists and libraries.

## Contents Area

The **Contents** area displays the actual data inside a list or library. In addition to viewing list content, the user can copy list items or documents from this pane.





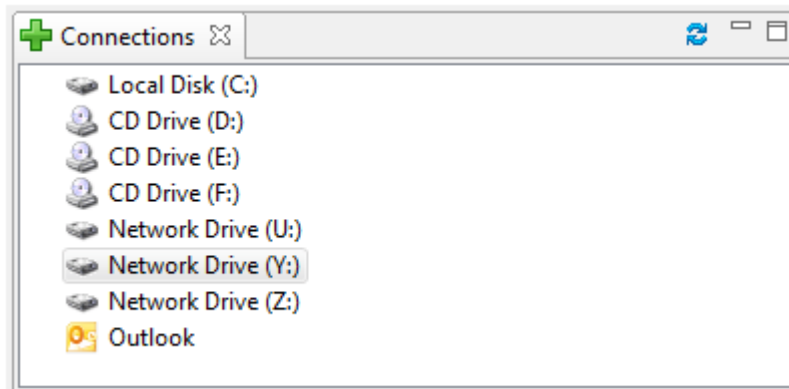
Located in the top left-hand corner is a breadcrumb definition of the list or library, whose contents is displayed in the window. The top right corner contains a set of icons that represent available activities for the user. Most of these options can be exposed by right-clicking on items inside the window. The list of available activities will depend on what is selected in the window.

Beside displaying list and library content, the **Contents** area shows SharePoint permissions and objects associated with sites and lists. The following objects and settings can be displayed:

- Site and list permissions
- SharePoint groups
- Permission levels
- Web parts
- List views
- SharePoint Designer workflows
- InfoPath forms
- SharePoint Designer objects
- Term sets (SharePoint 2010 or higher only)

## Connections Area

The **Connections** pane connects you to your file system, mapped disks and Outlook content if your product supports migration from legacy systems. Depending on your product edition, you will see your local and mapped disks and/or Outlook.



# Migrating SharePoint Content

The following product editions allow you to migrate SharePoint sites, lists, libraries, individual folders and items/documents to either on-premise SharePoint 2007/2010/2013 servers or SharePoint Online:

EDITION	ON-PREMISE SHAREPOINT		SHAREPOINT ONLINE	
	SOURCE	TARGET	SOURCE	TARGET
Migration Suite for SharePoint	+	+	+	+
Migrator for SharePoint Online	+		+	+
Migration Manager for SharePoint	+	+		

## ***Supported SharePoint Environments***

- SharePoint Online (Office 365 and BPOS) or other hosted SharePoint services
- SharePoint Server 2013
- SharePoint Foundation 2013
- SharePoint Server 2010
- SharePoint Foundation 2010
- Microsoft Office SharePoint Server 2007
- Windows SharePoint Services v3
- SharePoint Portal Server 2003 (read only)
- Windows SharePoint Services v2 (read only)

## ***Supported Object Types***

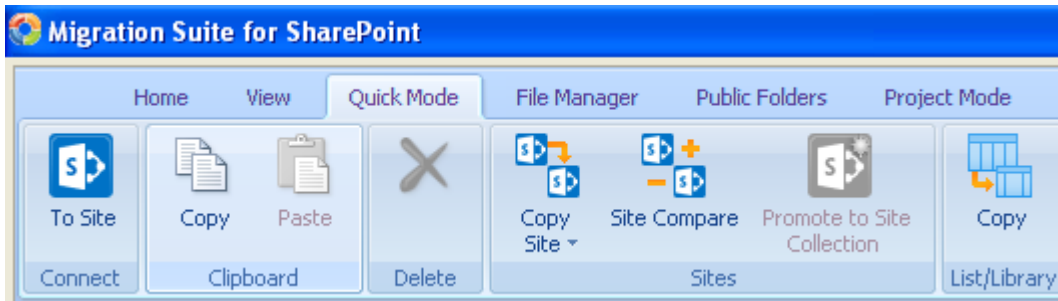
The following types of objects can be migrated:

- Sites, lists, libraries, fields, content types, content type and column groups
- Folders, documents (including versions), document sets, pages, publishing pages, discussion groups, wikis and items
- E-mail alerts
- Web parts, workflows, InfoPath forms

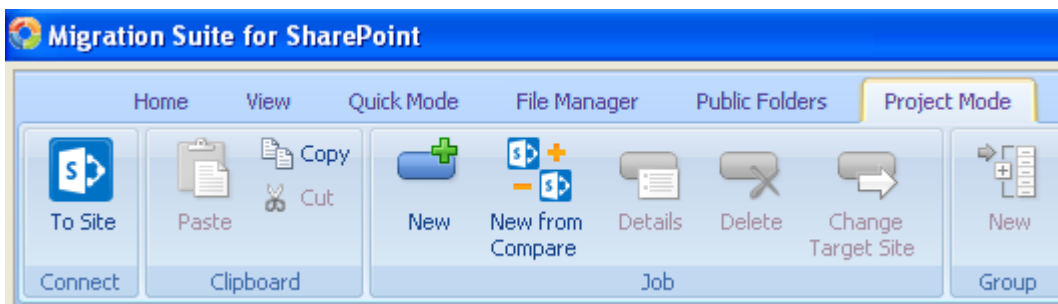
- Term sets, terms and managed metadata columns
- Users, groups, permission levels, permissions and permission inheritance

You can run your migration tasks real-time or schedule them for execution at a specific time.

For real-time migrations, go to the **Quick Mode** tab:



For scheduled migrations, select the **Project Mode** tab:



## Migrating Sites

You can migrate entire SharePoint sites between two SharePoint locations including sub-sites, lists and libraries, site permissions, web parts, etc. The Site Copy wizard offers various copy options so that you can select what site settings and content you want to copy.

1. Select the source site(s) in the **Navigators** pane. Use CTRL or SHIFT keys to select multiple sites.
2. Drag your selection onto the desired target site or use Copy/Paste to start the Site Copy Wizard.



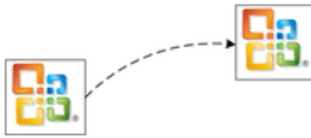
You can also click on the **Copy Site** action in the **Quick Mode** ribbon to start the Site Copy Wizard.

3. The initial selection screen lets you select the following options:
  - a) **Copy Site to Existing Site**
  - b) **Copy Site to New Site**

c) **Copy/Promote to New Site Collection**

Select which type of site copy should be run

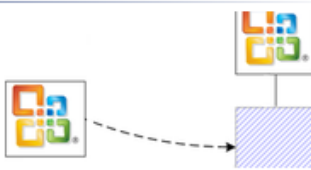
☒ Copy Site to Existing Site



The source site will be copied to an existing target site

---

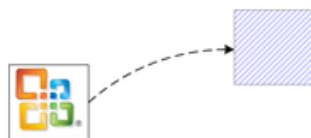
☐ Copy Site to New Site




The source site will be copied as a sub-site of the target site

---

☐ Copy/Promote to New Site Collection



The source site will be copied/promoted to a new site collection

 Generate Script    < Back    **Next >**    Finish    Cancel

- On the **Copy Site Properties** page, you can choose from a number of options for copying the site and site content, i.e. what objects and settings are included in the copy. Use the built-in help buttons to get more information about specific options.



Check the objects and settings for migration deliberately. For better performance, include the items you need to be migrated only.

**Advanced Options** allow you to overwrite existing files, perform incremental copy, filter items, perform user and template mapping and/or copy e-mail alerts during copy:

For more information on user and template mapping, see [User Mapping](#) and [Template Mapping](#) respectively.

For more information on copying e-mail alerts, see [Migrating E-mail Alerts](#).



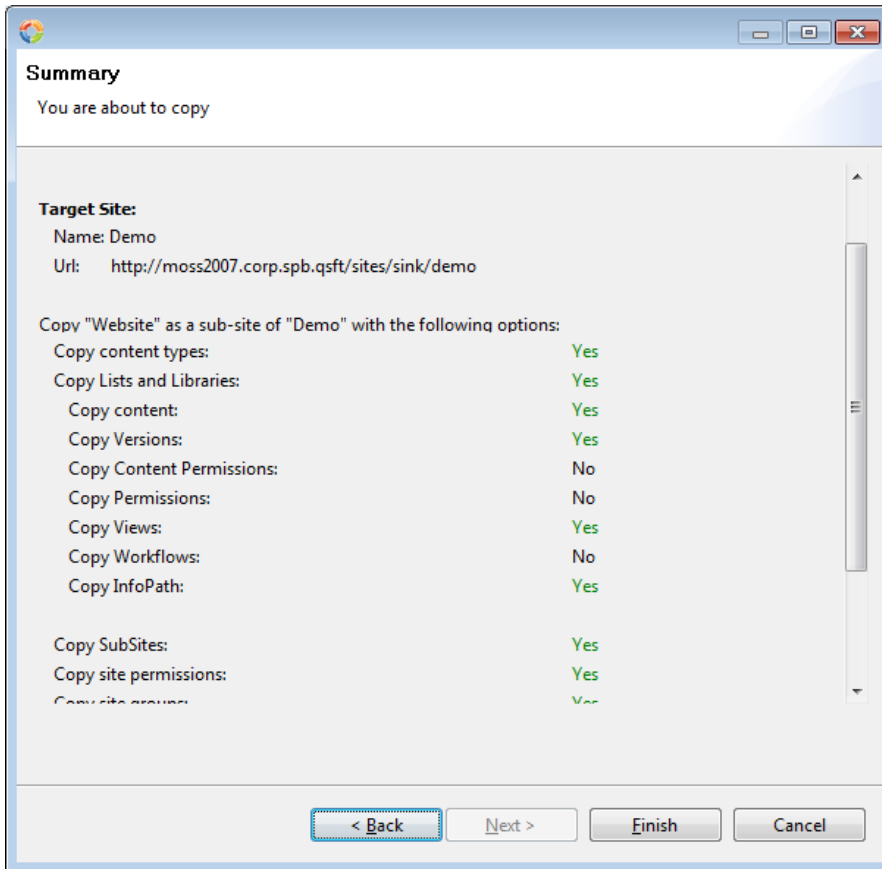
You can also filter list items and documents based on their metadata by specifying the filtering conditions:



The application includes a convenient tool to manage copy settings for various SharePoint objects using predefined profiles. See [Appendix I. Profile Manager](#) for more information.

5. If you chose to migrate (promote) a site to a new site collection, the site copy wizard will prompt you for the Central Administration site URL and the site collection URL and the owner on the **Copy Site Properties** step:

6. Verify the settings on the **Summary** screen:



The Summary screen displays the configuration for copying a site. It includes the target site name and URL, and a list of options to be copied. The options are as follows:

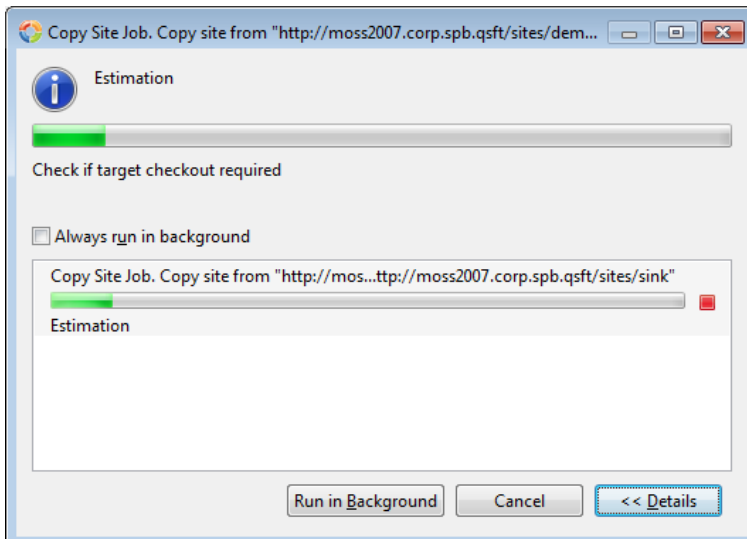
Option	Value
Copy content types:	Yes
Copy Lists and Libraries:	Yes
Copy content:	Yes
Copy Versions:	Yes
Copy Content Permissions:	No
Copy Permissions:	No
Copy Views:	Yes
Copy Workflows:	No
Copy InfoPath:	Yes
Copy SubSites:	Yes
Copy site permissions:	Yes
Copy site groups:	Yes

At the bottom, there are four buttons: < Back, Next >, Finish, and Cancel.

7. Click **Finish** to start the site copy. The copy progress window is displayed:



Click **Run in Background** to hide the window. Running tasks are displayed on the **Progress** tab in the **Content** area of the application. You can proceed with another copy task.



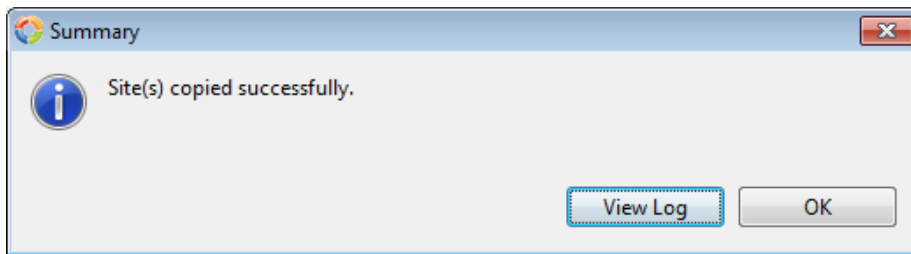
The Copy Site Job progress window shows the status of the site copy operation. It includes a progress bar, a checkbox for 'Always run in background', and a button for 'Run in Background'. The window title is 'Copy Site Job. Copy site from "http://moss2007.corp.spb.qsft/sites/dem...".

Below the progress bar, there is a section for 'Copy Site Job. Copy site from "http://mos...tp://moss2007.corp.spb.qsft/sites/sink"'. This section includes a progress bar and the word 'Estimation'.

At the bottom, there are three buttons: Run in Background, Cancel, and << Details.



8. When copying is completed, a notification window is displayed:



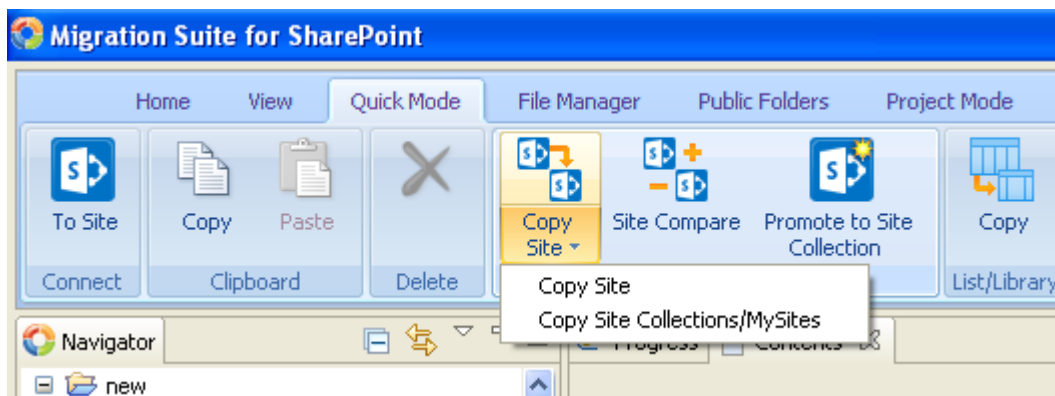
9. Click **View Log** to view the copy log and verify items in the log.

## Migrating Site Collections/My Sites

The application allows you to copy multiple site collections and My Sites in a single move.

To migrate site collections, perform the following:

1. Run Migration Suite for SharePoint, switch to the **Quick Mode** ribbon tab, click **Copy Sites** and select **Copy Site Collections/My Sites**:



Before migrating **My Sites**, make sure:

1. You have a proper mapping for **My Sites** in the application. Open **Profile Manager | Global Variables**. The **Site Template for My Sites** setting must be set to **SPSPERS#0**. Profile Manager is available from the **Help** ribbon. See [Appendix I. Profile Manager](#) for more information.
2. The target farm is configured to use the same naming format for **My Sites** as the source farm. If they do not match, your target SharePoint Server will fail to match users to migrated sites and will create new blank **My Sites** instead.



User profiles cannot be migrated using Migration Suite for SharePoint. You can either rebuild user profiles by importing data from the directory or use database attach method to move profiles (<http://technet.microsoft.com/en-us/library/cc263299.aspx#SSP>).

2. On the **Select Web Application** screen, connect to the Central Administration URL and select the web application hosting the source site collections/My Sites:

**Select Web Application**

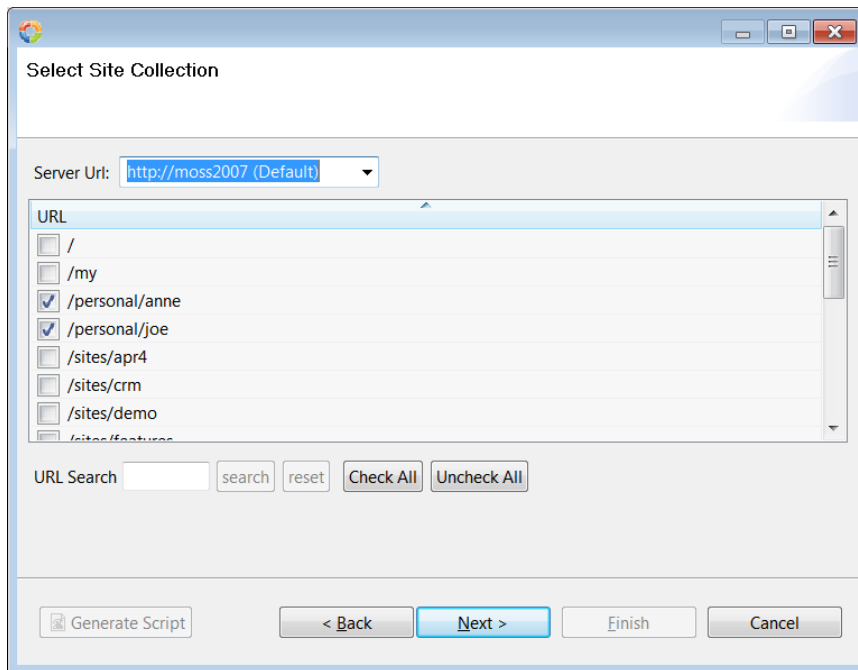
Central Admin URL:

Server Farm Admin:

Connected to Central Admin URL: http://moss2007:50000

Web Application Name	URL
SharePoint - 80	http://moss2007/
SharePoint - 8888	http://moss2007:8888/
SharePoint - mysite200780	http://mysite2007/
SharePoint Central Administration v3	http://moss2007:50000/

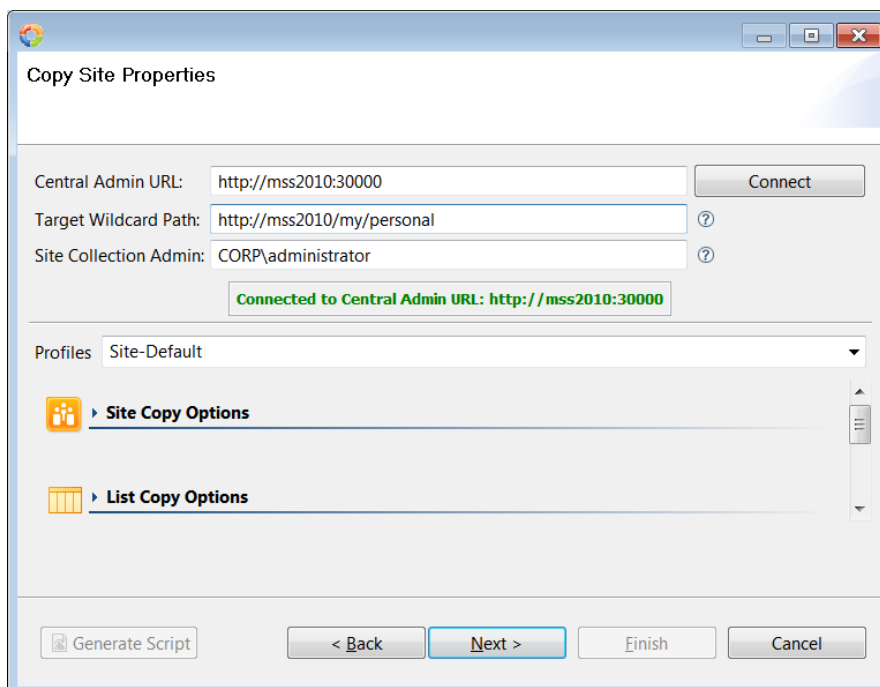
3. Select the site collections to be migrated:



4. On the **Copy Site Properties** screen, connect to the target farm's Central Administration site and specify the target managed path for the site collection(s). On this step you can also adjust the site collection copy options. Use the built-in help buttons to get more information about specific options.



Check the objects and settings for migration deliberately. For better performance, include the items you need to be migrated only.



**Advanced Options** allow you to overwrite existing files, perform incremental copy, filter items, perform user and template mapping and/or copy e-mail alerts during copy.

For more information on user and template mapping, see [User Mapping](#) and [Template Mapping](#) respectively.

For more information on copying e-mail alerts, see [Migrating E-mail Alerts](#).

You can also filter list items and documents based on their metadata by specifying the filtering conditions.



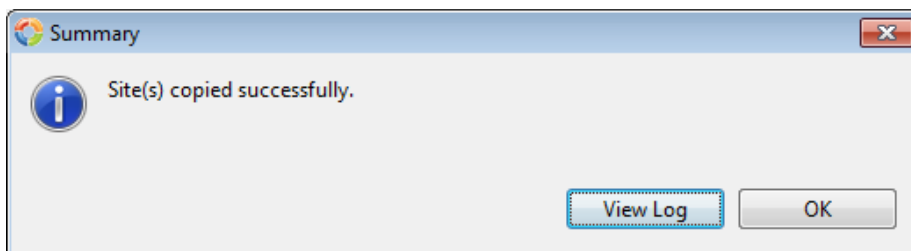
The application includes a convenient tool to manage copy settings for various SharePoint objects using predefined profiles. See [Appendix I. Profile Manager](#) for more information.

5. Verify the settings on the **Summary** screen, and then click **Finish** to start the site collection copy. The copy progress window is displayed.



Click **Run in Background** to hide the window. Running tasks are displayed on the **Progress** tab in the **Content** area of the application. You can proceed with another copy task.

6. When copying is completed, a notification window is displayed:



7. Click **View Log** to view the copy log and verify items in the log.

## Migrating Lists and Document Libraries

You can migrate one or more lists/libraries between two SharePoint sites including content, versions, permissions, etc. The List Copy wizard offers various copy options so that you can select what list settings and content you want to copy.

### Single List Copy

1. Select the source list in the **Navigator** pane.
2. Drag your selection onto the desired target site or use Copy/Paste to start the List Copy Wizard.



You can also start the List Copy wizard by clicking the **Copy List** action in the ribbon

3. On the **Copy List/Library** step, you can change the list name and choose from a number of available list copy options, i.e. what objects and settings are included in the copy. Use the built-in help buttons to get more information about specific options.



Changing the list name will change the list URL.

**Copy List/Library**  
Specify parameters for list copy

**Destination Site**  
Name: Just a team site  
URL: http://mss2010.corp.spb.qsft/sites/auth401/justteam

List Name: Tasks

Profiles: List-Default

**List Copy Options**

- ☒ Copy content types
- ☒ Copy Content
  - ☐ Copy Content Permissions
- ☒ Copy List Permissions
- ☐ Deferred Group Copy
- ☒ Copy Views
- ☐ Copy Custom Doc Template ?
- ☐ Copy Workflows
- ☒ Copy InfoPath
- ☐ Copy Sharepoint Designer Objects ?
- ☐ Defer required ?

Generate Script Finish Cancel

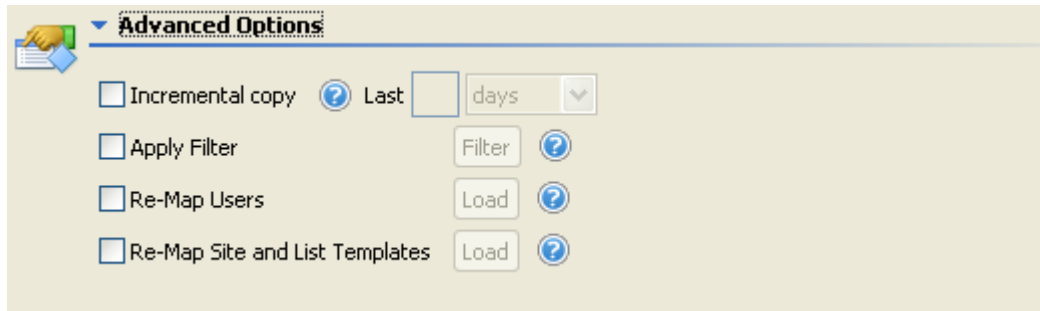


Check the objects and settings for migration deliberately. For better performance, include the items you need to be migrated only.

For information on migrating out-of-the-box workflows, please refer to [Migrating Built-in Workflows](#).



For lists with Content Approval enabled, an option is provided to approve/reject selected content. For more information, please refer to [Preserving Content Authorship and Approve/Reject Status](#).



Advanced migration settings allow you to perform user and template mapping during file copy:







The image shows a screenshot of the 'Advanced Options' dialog box in a software application. The dialog has a title bar with a hand icon and the text 'Advanced Options'. Below the title bar, there are four options, each with a checkbox and a help icon (a blue circle with a question mark). The first option is 'Incremental copy', followed by a 'Last' label, a text input field, and a 'days' dropdown menu. The second option is 'Apply Filter', followed by a 'Filter' button and a help icon. The third option is 'Re-Map Users', followed by a 'Load' button and a help icon. The fourth option is 'Re-Map Site and List Templates', followed by a 'Load' button and a help icon.

**Advanced Options**

☐ Incremental copy  Last  days 

☐ Apply Filter  Filter 

☐ Re-Map Users  Load 

☐ Re-Map Site and List Templates  Load 

For more information on user and template mapping, see [User Mapping](#) and [Template Mapping](#) respectively.

You can also filter list items and documents based on their metadata by specifying the filtering conditions:

The Filter dialog box contains the following fields and options:

- Title:** Operator: Contains; Value: (empty text box)
- % Complete:** Operator: Equal; Value: (empty text box)
- Assigned To:** Operator: Contains; Value: <Empty> (dropdown)
- Content Type:** Operator: Contains; Value: (empty text box)
- Created:** Operator: Equal; Value: <Empty Date> (dropdown); Operator: Less Than; Value: <Empty Date> (dropdown)
- Description:** Operator: Contains; Value: (empty text box)
- Due Date:** Operator: Equal; Value: <Empty Date> (dropdown)
- ID:** Operator: Contains; Value: (empty text box)
- Modified:** Operator: Equal; Value: <Empty Date> (dropdown); Operator: Less Than; Value: <Empty Date> (dropdown)
- Predecessors:** Operator: Contains; Value: <Empty> (dropdown)
- Priority:** Operator: Equal; Value: (empty dropdown)
- Start Date:** Operator: Equal; Value: <Empty Date> (dropdown)
- Status:** Operator: Equal; Value: (empty dropdown)

Buttons at the bottom: Save Filter, Load Filter, Clear All, Filter.



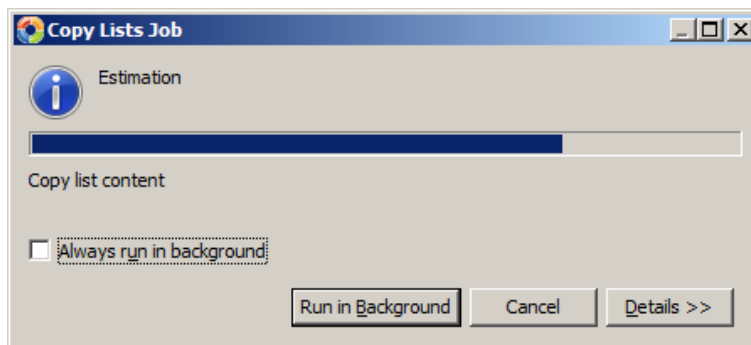
The application includes a convenient tool to manage list copy settings using predefined profiles. See [Appendix I. Profile Manager](#) for more information.

4. Click **Finish** to start the list copy.
5. The copy progress window is displayed.

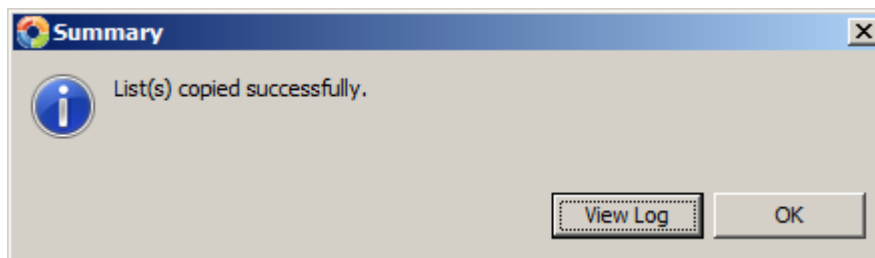




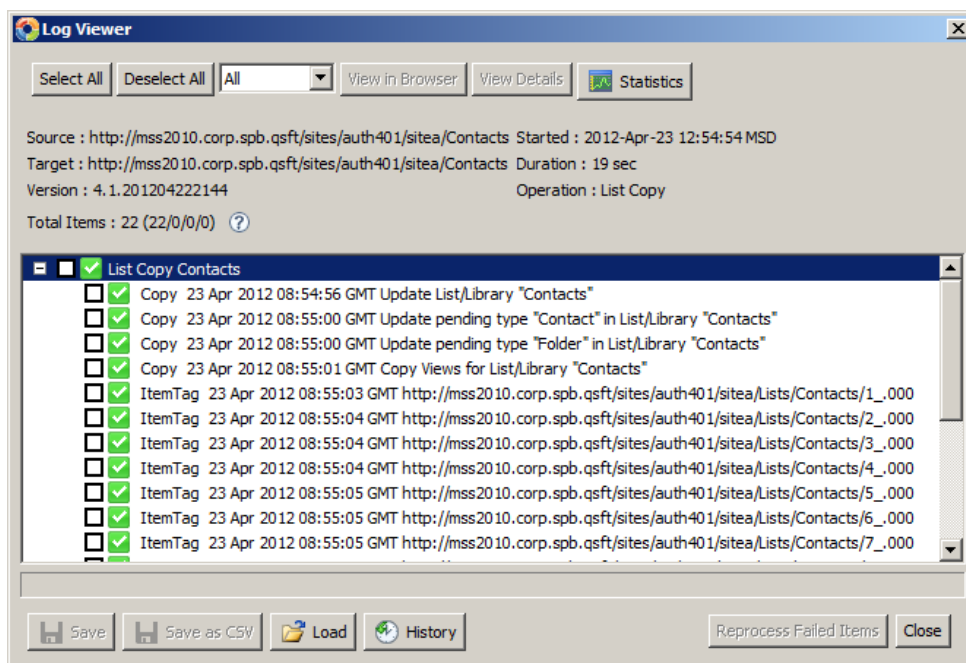
Click **Run in Background** to hide the window. Running tasks are displayed on the **Progress** tab in the **Content** area of the application.



6. When the copy is completed, a notification window is displayed.



7. Click **View Log** to view the copy log and verify items in the log:



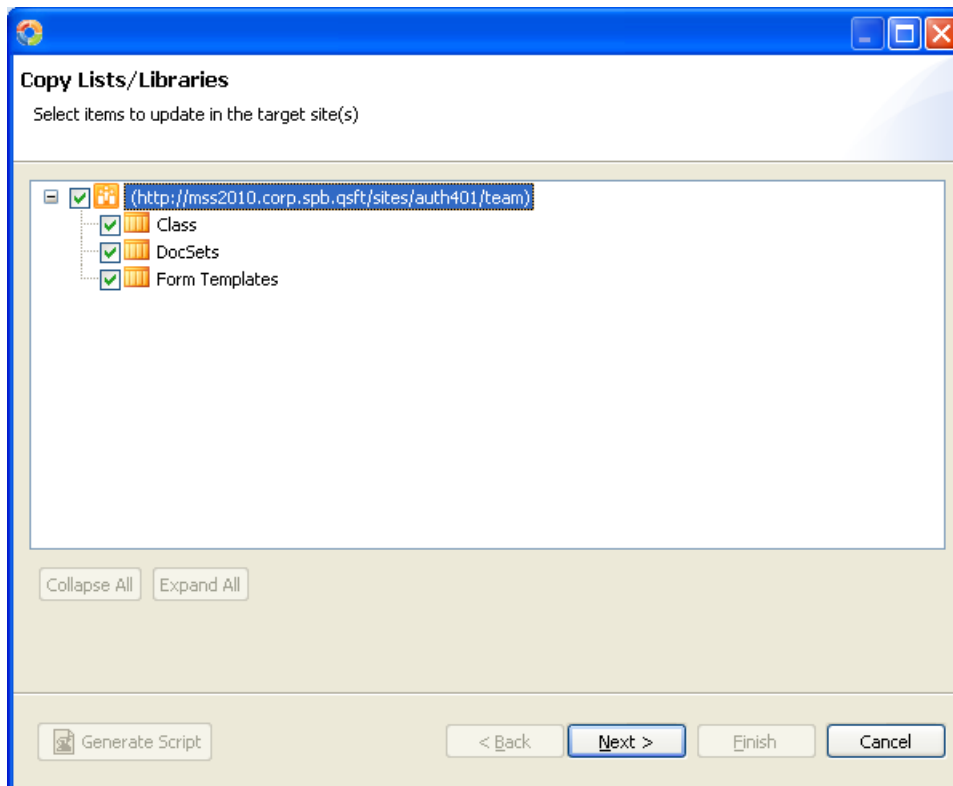
## Multiple Lists Copy

1. Select the source lists in the **Navigator** pane. Use CTRL or SHIFT keys to select multiple lists.
2. Drag your selection onto the desired target site or use Copy/Paste to start the **List Copy Wizard**.



You can also start the **List Copy** wizard by clicking the **Copy List** action in the ribbon.

3. Check the lists to copy on the **Copy Lists/Libraries** step:



4. On the next step, you can choose from a number of available list copy options, i.e. what objects and settings are included in the copy. Use the built-in help buttons to get more information about specific options.

**Copy List/Library**  
Specify parameters for list copy

**Destination Site**

Name:  
URL: http://mss2010.corp.spb.qsft/sites/auth401/team

Profiles: List-Default

**List Copy Options**

**Advanced Options**

☐ Overwrite if file exists ?

☒ Incremental copy ? Last days

☐ Apply Filter Filter ?

☐ Re-Map Users Load ?

☐ Re-Map Site and List Templates Load ?

Generate Script

< Back Next > Finish Cancel

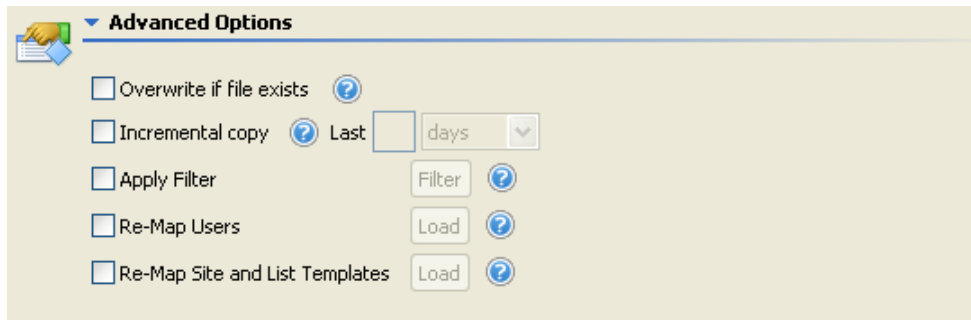


The application includes a convenient tool to manage list copy settings using predefined profiles. See [Appendix I. Profile Manager](#) for more information.

For information on migrating out-of-the-box workflows, please refer to [Migrating Built-in Workflows](#).

For lists with Content Approval enabled, an option is provided to approve/reject selected content. For more information, please refer to [Preserving Content Authorship and Approve/Reject Status](#).

Advanced migration settings allow you to perform user and template mapping during file copy:



**Advanced Options**

- ☐ Overwrite if file exists ?
- ☐ Incremental copy ? Last  days ▼
- ☐ Apply Filter Filter ?
- ☐ Re-Map Users Load ?
- ☐ Re-Map Site and List Templates Load ?

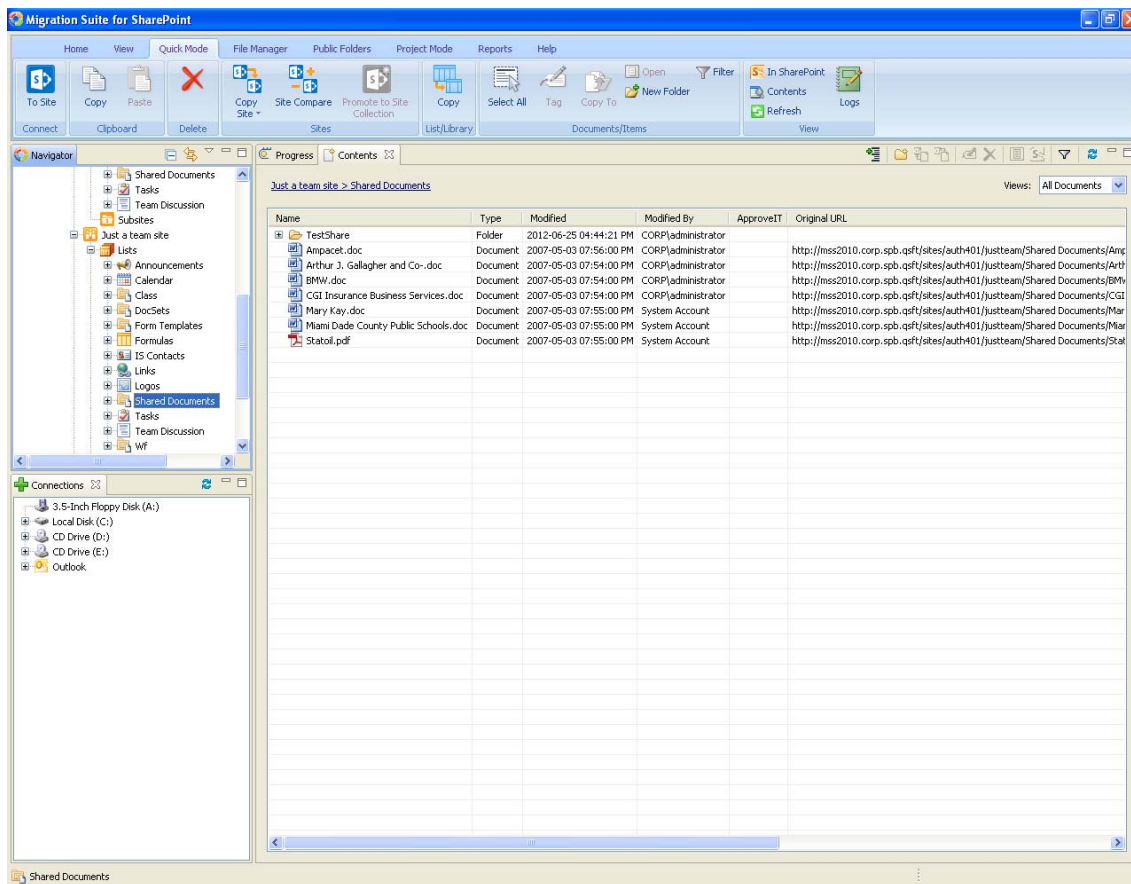
For more information on user and template mapping, see [User Mapping](#) and [Template Mapping](#) respectively.

5. On the **Summary** screen click **Finish** to start the lists copy.

## Migrating Individual Items/Documents

With Quest SharePoint migration tools you can granularly copy list items and documents between SharePoint lists. During the item copy, you can control how item metadata is mapped to the target list, remap columns or tag the migrated items with arbitrary values.

1. Double-click the source list/library in **Navigator** to load its content into the **Contents** tab:



2. Select the items you want (use CTRL or SHIFT to mark multiple items) to copy and use either of the following options:
  - a) Drag them to the target list,
  - b) Copy to buffer (CTRL+C) and paste (CTRL+V) to the target list,
  - c) Use the **Copy To** command on the ribbon.
3. In the **Item Copy Wizard** confirm the target location.
4. On the **Properties** screen review and adjust the metadata mapping if needed. Refer to [Metadata Mapping and Tagging](#) for detailed information on adjusting the metadata mapping.

**Properties**  
Specify target metadata

Content Type: Document

Name *	<Copy Value From: Name>	⏪	⏩
Title	<Copy Value From: Title>	⏪	⏩
Created At	<Copy Value From: Created At>	⏪	⏩
Modified At	<Set by SharePoint>	⏪	⏩
Created By	<Copy Value From: Created By>	⏪	⏩
Modified By	<Copy Value From: Modified By>	⏪	⏩

\* indicates a required field

Save Template Load Template

Generate Script < Back Next > Finish Cancel

5. On the **Summary** screen you can choose and configure item copy options.



You can check the **Create CSV File for Uploading, Tagging or Copying Files** to create a CSV control file for selected documents instead of copying them. You can make changes to the file and use it to copy items later. See [Appendix II. CSV Based Migration](#) for more information.

**Summary**  
Content total summary

**Target Content Location**

Site URL: http://mss2010.corp.spb.qsft/sites/auth401/team  
List: Shared Documents  
Folder:  
Content Type: Document  
4 documents will be updated.  
Profiles: Item-Default

**Advanced Options**

☐ Create CSV File for Uploading, Tagging or Copying files

Generate Script   < Back   Next >   Finish   Cancel

**Advanced Options**

☐ Delete item(s) from Source

☐ Overwrite if file exists

☐ Incremental copy   Last   days

☐ Copy Permissions

☐ Deferred Group Copy

☐ Remove Folder Structure

☐ Defer required

☐ Apply Filter   Filter

☐ Re-Map Users   Load

For more information on user mapping, see [User Mapping](#).

You can also filter list items and documents based on their metadata by specifying the filtering conditions:

Field	Operator	Value
Name	Contains	
ApproveIT	Contains	
Content Type	Contains	
Created	Equal	<Empty Date>
Document Created By	Contains	
Document Modified By	Contains	
E-Mail	Contains	
ID	Contains	
Modified	Equal	<Empty Date>
Size (KB)	Equal	
Subject	Contains	
Title	Contains	

Buttons: Save Filter, Load Filter, Clear All, Filter



The application includes a convenient tool to manage copy settings for various SharePoint objects using predefined profiles. See [Appendix I. Profile Manager](#) for more information.

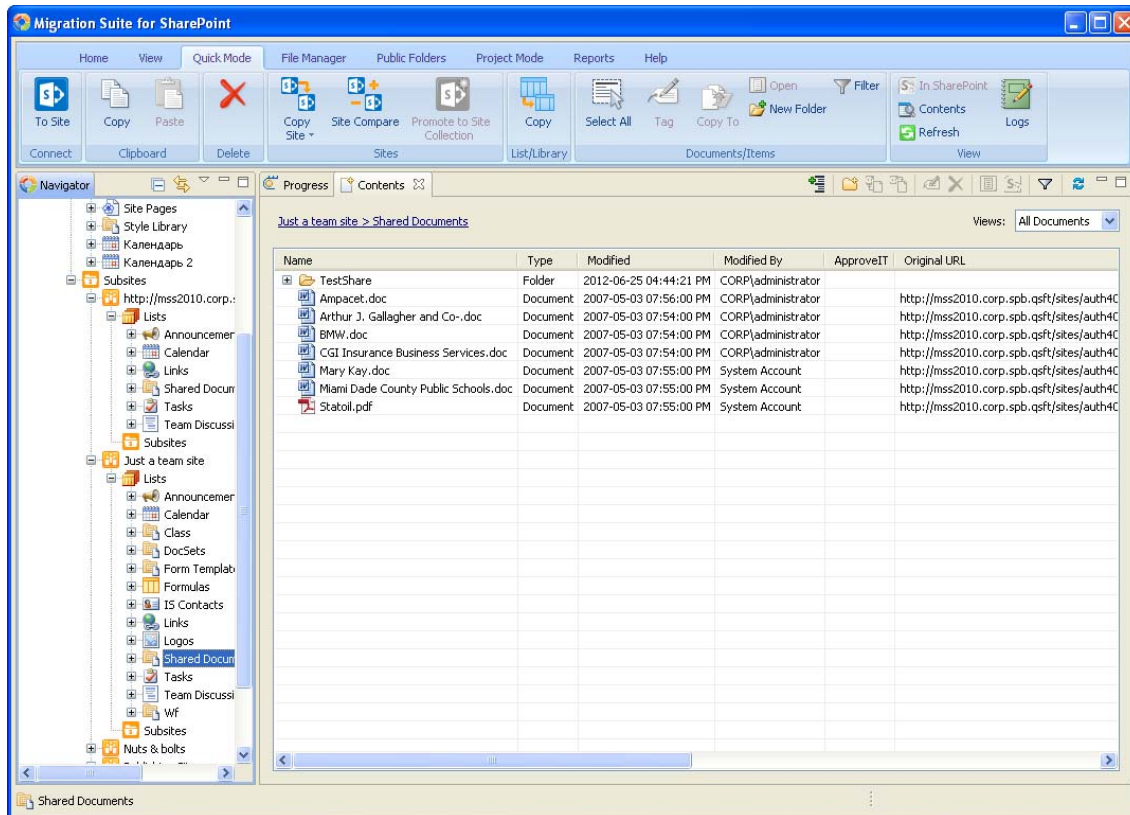
6. Click **Finish** to start copying items.



## In-Place Content Tagging

In addition to tagging/classifying items and documents on the fly when copying them to an existing list or document library, you can tag items in any list or library.

1. Go to the **Quick Mode** tab of the ribbon.
2. Double-click the list/library in **Navigator** to load its content into the **Contents** tab:



3. Select the items you want to tag (use CTRL or SHIFT to mark multiple items).
4. Click **Tag** in the **Documents/Items** section of the ribbon.

5. On the **Properties** screen make the required changes. Refer to [Metadata Mapping and Tagging](#) for detailed information on adjusting the metadata mapping.

**Properties**  
Specify target metadata

Content Type: Document

Name \* <Copy Value From: Name >

Title <Copy Value From: Title >

Created At <Copy Value From: Created At >

Modified At <Set by SharePoint>

Created By <Copy Value From: Created By >

Modified By <Copy Value From: Modified By >

\* indicates a required field

Save Template Load Template

Generate Script < Back Next > Finish Cancel



For lists with Content Approval enabled, the **Approval Status** field will be displayed. This field can be used to bulk approve/reject selected content.

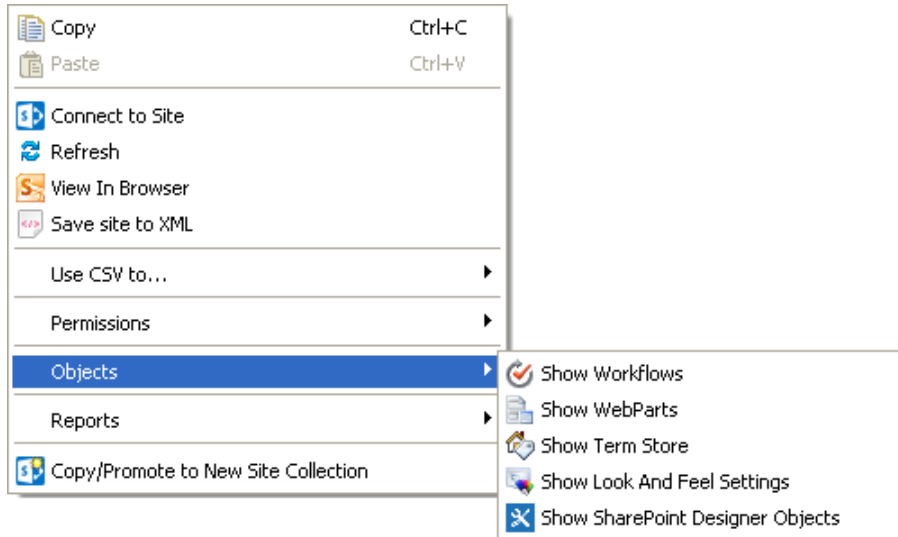
6. On the **Summary** screen click **Finish** to start tagging.

## Migrating Site Objects and Permissions

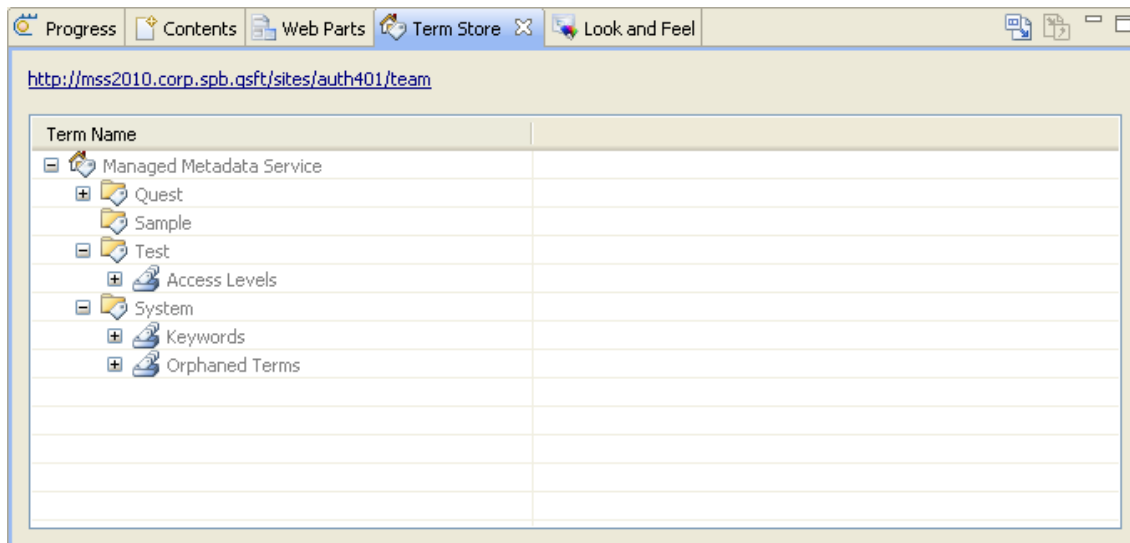
You can view a number of site objects and permissions in the **Contents** area and copy them selectively to another site similar to documents and list items.

To view and copy site objects:

1. Right-click on the site in the **Navigator**.
2. Expand the **Objects** menu item and choose site objects to load:



3. The application will show the requested items in a tab in the **Contents** area:



4. Select the items you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended target site or use Copy/Paste.

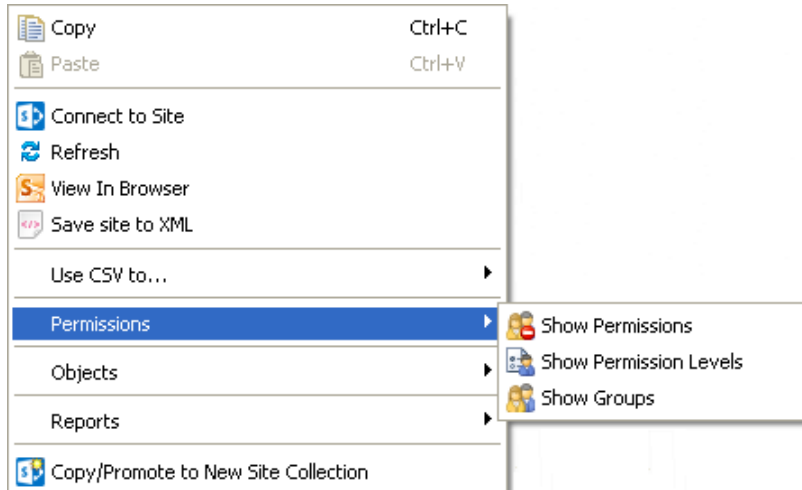


The copy function is only available in the product editions that support SharePoint-to-SharePoint migration.

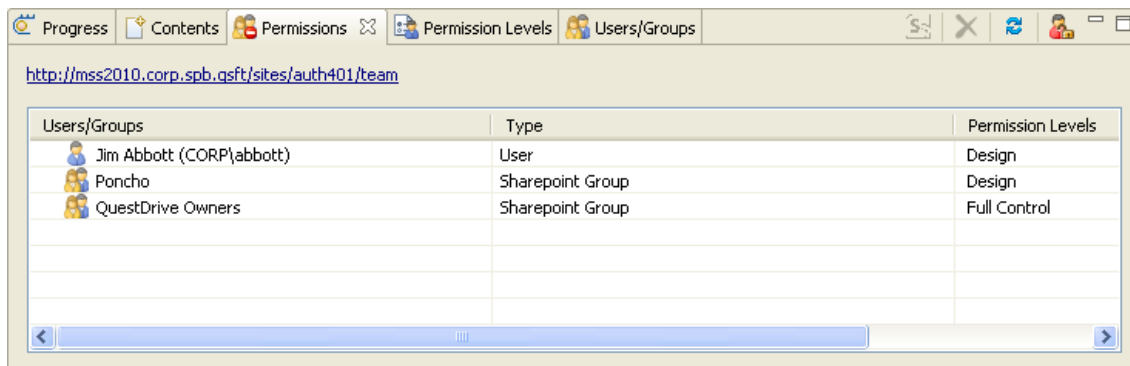


To view and copy site permissions:

1. Right-click on the site in the **Navigator**.
2. Expand the **Permissions** menu item and choose to load permissions, groups or permission levels of the site:



3. The application will show the requested items in a tab in the **Contents** area:



4. Select the items you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended target site or use Copy/Paste.



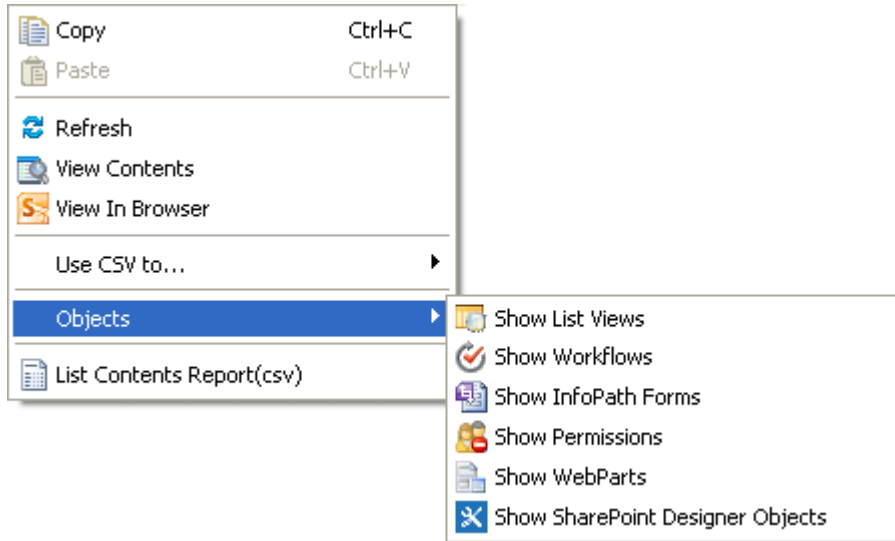
The copy function is only available in the product editions that support SharePoint-to-SharePoint migration.

## Migrating List Objects

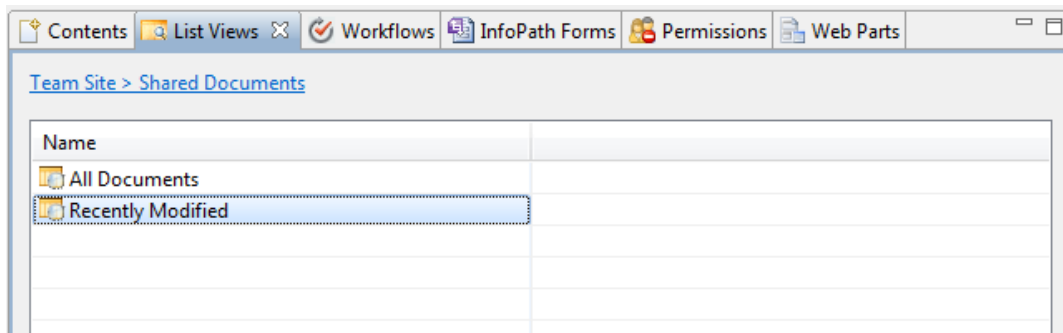
You can view a number of list objects in the Contents area and copy them selectively to another list or library similar to documents and list items.

To view and copy list objects:

1. Right-click on the list/library in the **Navigators**.
2. Expand the **Objects** menu item and choose list objects to load:



3. The application will show the requested items in a tab in the **Contents** area:



4. Select the items you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended destination location or use Copy/Paste.



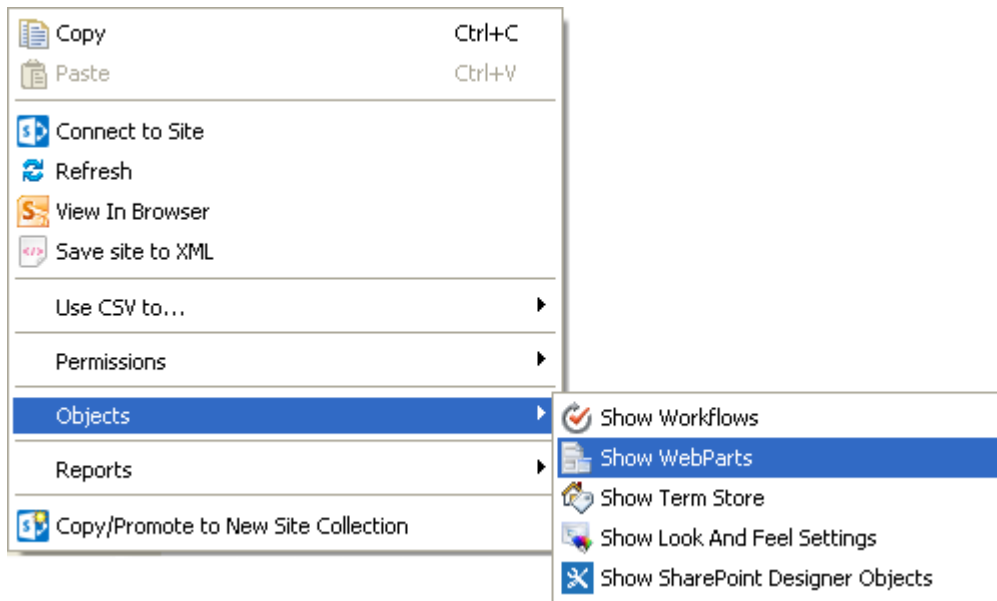
The copy function is only available in the product editions that support SharePoint-to-SharePoint migration.

## Migrating Web Parts

Quest Migration Solutions for SharePoint support migration of web parts used within a site, list or web page.

To migrate web parts for a site:

1. Right-click on the site in the **Navigator**.
2. Expand the **Objects** menu item and select **Show WebParts**:



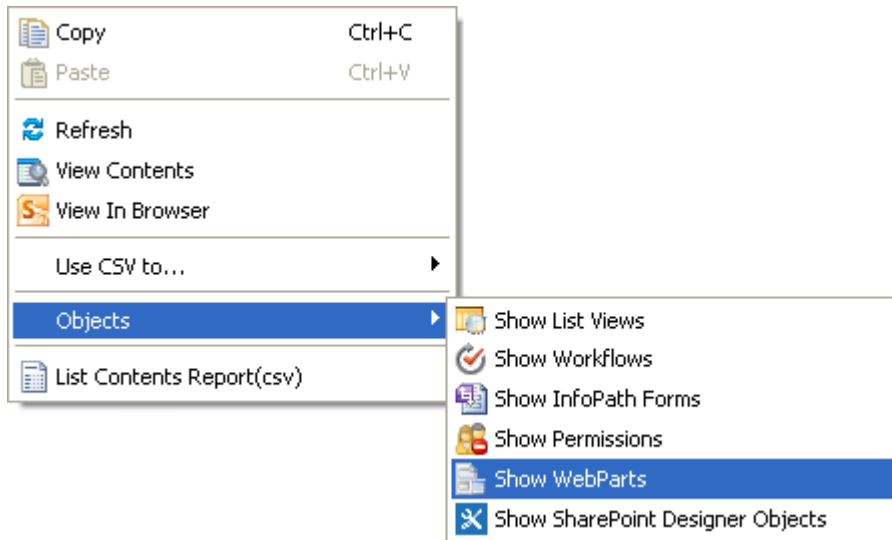
3. The application will show all web parts for the selected site in a tab in the **Contents** area.
4. Select the web parts you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended target site or use Copy/Paste.



The copy function is only available in the product editions that support SharePoint-to-SharePoint migration.

To migrate web parts for a list:

1. Right-click on the list in the **Navigator**.
2. Expand the **Objects** menu item and select **Show WebParts**:



3. The application will show all web parts for the selected site in a tab in the **Contents** area.
4. Select the web parts you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended target site or use Copy/Paste.

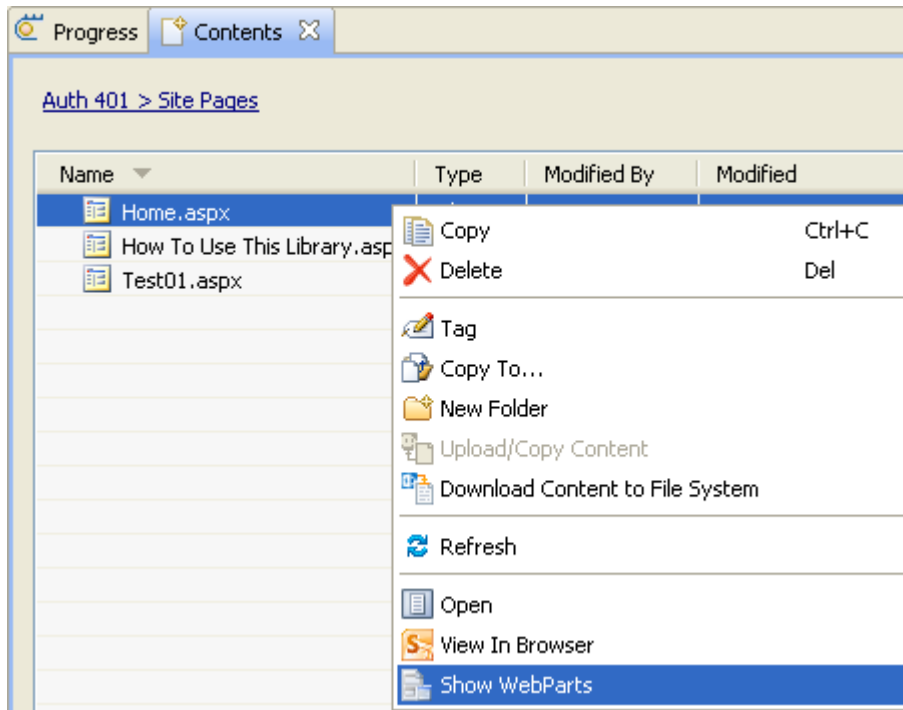


The copy function is only available in the product editions that support SharePoint-to-SharePoint migration.



To migrate web parts for a web page:

1. Double-click the list/library in **Navigator** to load its content into the **Contents** tab.
2. Right-click on the page and select **Show WebParts**:



3. The application will show all web parts for the selected page in the **Web Parts** tab in the **Contents** area.
4. Select the web parts you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended target site or use Copy/Paste.



The copy function is only available in the product editions that support SharePoint-to-SharePoint migration.

## Repeating Migration for Failed Objects

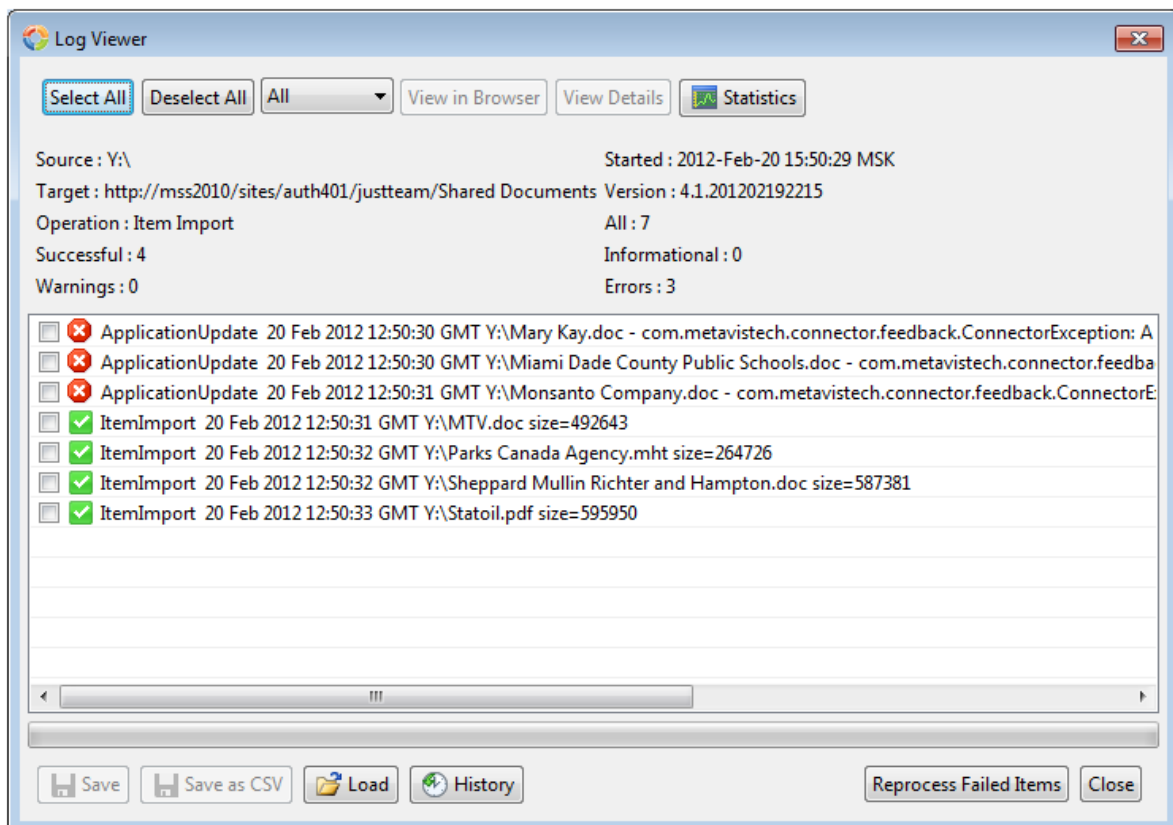
When your migration job is completed, the Log Viewer provides the information on the successful and failed migration of items/documents.

The **Reprocess Failed Items** command creates a comma-separated (CSV) file for failed items. The file can be used to retry the operation after the failure reason is resolved (e.g. a file type is removed from the blocked files list). The CSV file then can be used in the **Upload/Copy Content Using CSV** wizard.



Please note that this feature is only available for the last completed migration task.

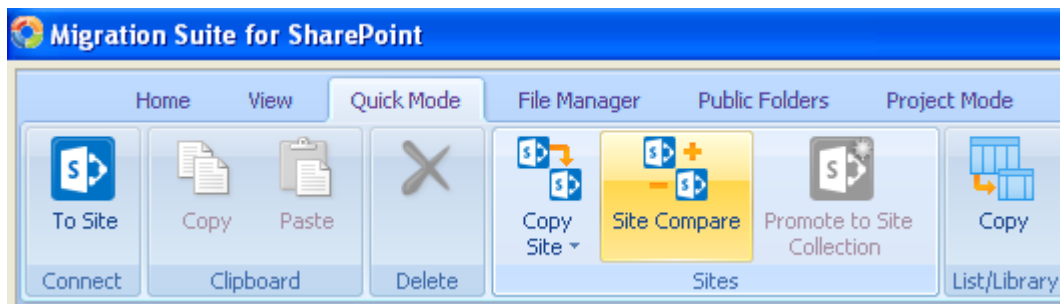
At the moment only list items and documents are supported.



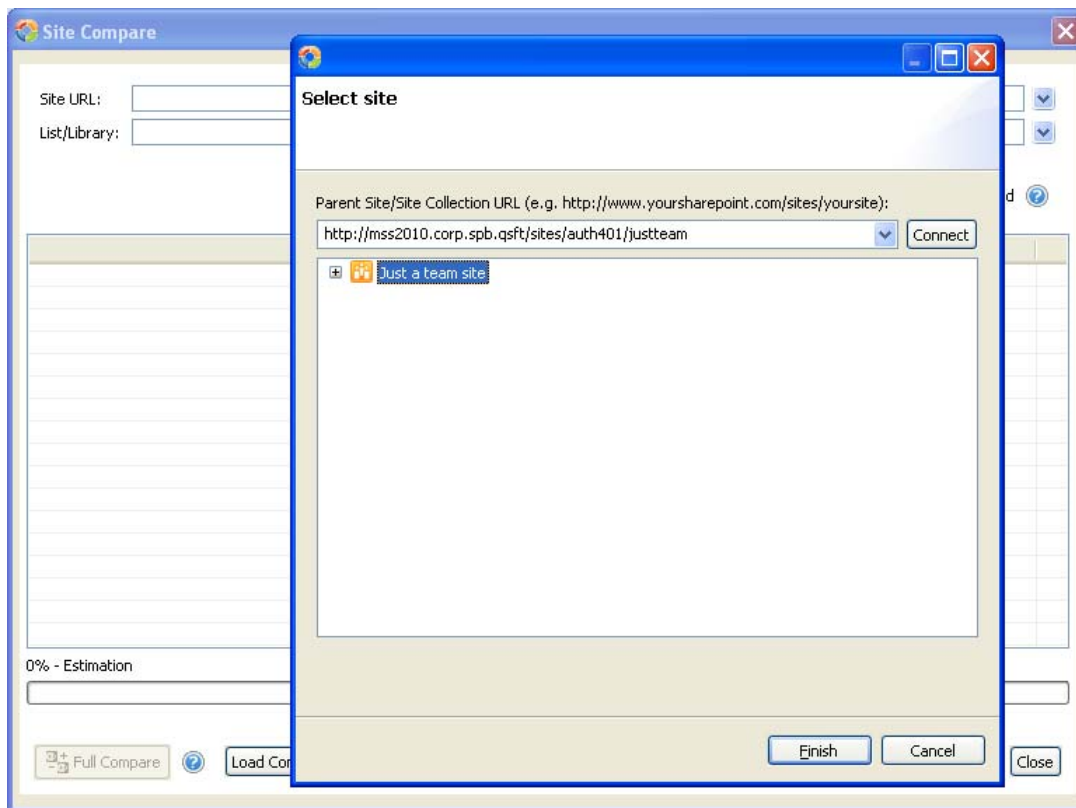
## Using Site Compare

The application provides a unique method for visually comparing and synchronizing the objects and content within any two SharePoint site collections, sites or lists. The site compare feature displays up to the moment differences between these sites and allows the user to drill down and copy the differences in both directions.

1. Start site compare by clicking on the corresponding ribbon button.



2. Click on the downward button next to the Site URL fields and select sites to compare.
3. If you want to compare specific lists or libraries, select them in the corresponding fields below the sites.

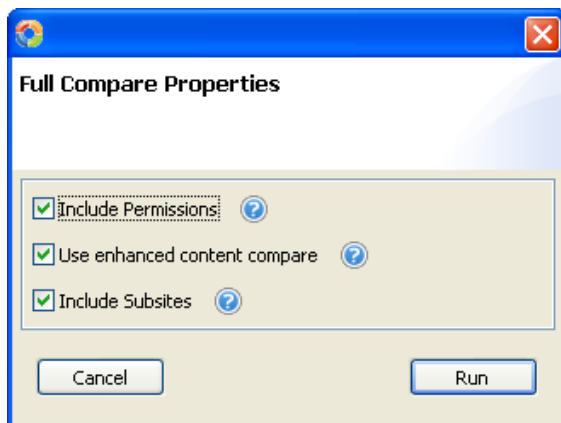


4. To start the compare process, you can select one of the following options:
  - a) **Full Compare** – This option generates a report of all the difference between the selected sites and subsites (if selected). The report will automatically collect all the differences. You can load the completed report

(stored as a csv file) into the Site Compare viewer using the **Load Compare Report** option.

Full Compare has the following options (selected by default):

- **Include Permissions** – The difference in Permissions between the selected sites or lists will be analyzed as part of the site compare.
- **Use enhanced content compare** - This option will use the last modified date to identify differences in content that exists in both sites (lists and libraries). Normally the comparison is limited to identifying differences in content that exists in one site but not the other.
- **Include Subsites** – Any subsites for the selected sites will be analyzed as part of the compare.

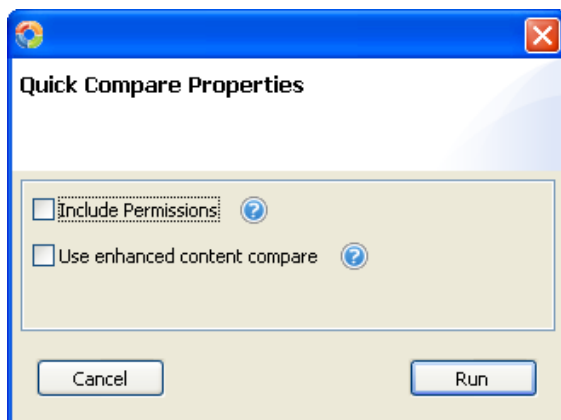


Depending on the amount of site content, the compare process may be time-consuming.

- b) **Quick Compare** - This option generates a listing of SharePoint objects. The option is limited to the currently selected sites.

Quick Compare has the following options:

- **Include Permissions** – The difference in Permissions between the selected sites or lists will be analyzed as part of the site compare.
- **Use enhanced content compare** - This option will use the last modified date to identify differences in content that exists in both sites (lists and libraries). Normally the comparison is limited to identifying differences in content that exists in one site but not the other.





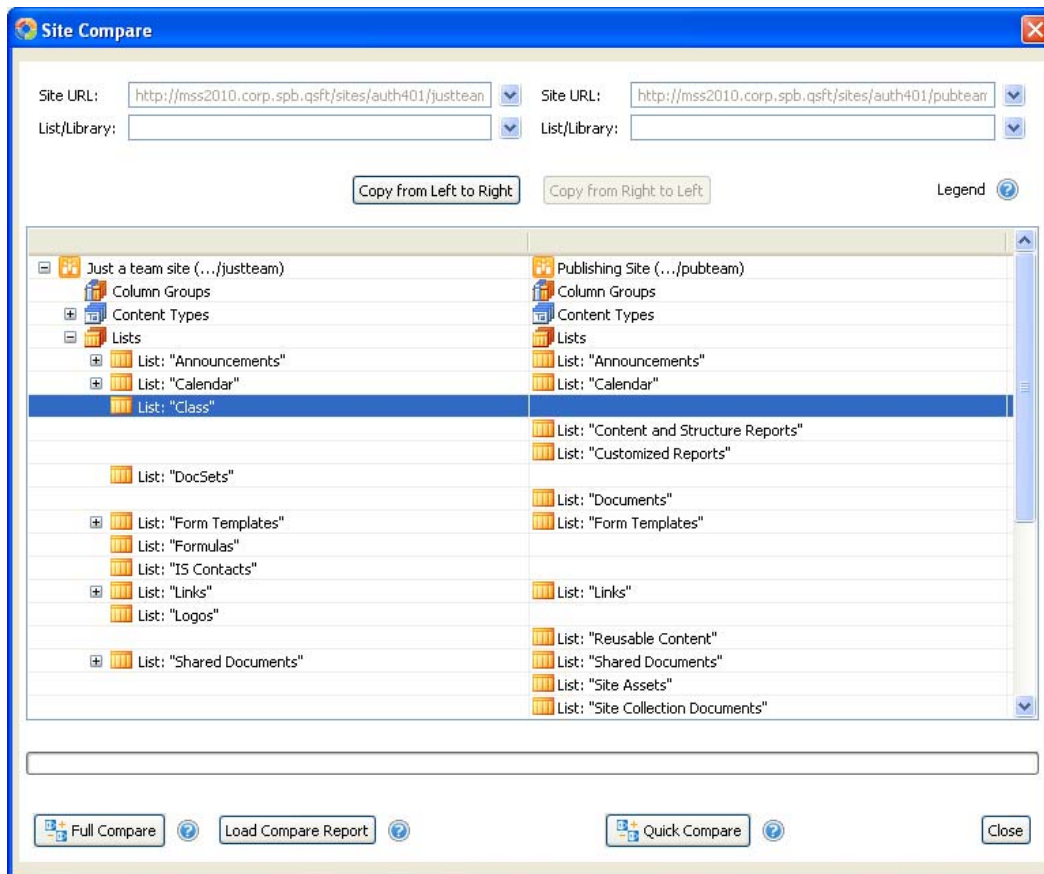
Depending on the amount of site content, the compare process may be time-consuming.

- c) **Load Compare Report** - This option allows you to select a completed **Full Compare** report and display its results in the viewer.



This option uses the csv report created during **Full Compare** and ensures that the differences found still exist between the two sites. It has a performance advantage as the differences are pre-identified. If the differences have been resolved, or new differences created within SharePoint between the time of the report's creation and it's loading, the differences will no longer be displayed.

5. Expand object group nodes to see the difference between sites/lists:



6. Select the object you want to copy and press **Copy from Left to Right** or **Copy from Right to Left** to initiate the copy.

## Scheduled Migrations (Project Mode)

In addition to interactive migrations described in the previous sections, you can define unattended migration jobs to run at specific times and in specific order. To create a scheduled migration job, go to the **Project Mode** tab.



The application must be running to execute scheduled migration jobs.

The defined migration jobs are displayed on the Jobs tab of the **Contents** area:

Job	Type	Status	Last Run	Next Run	Source(From)
Exchange	Group Activity		Mon Aug 01 ...		
Files	Group Activity		Mon Aug 01 ...		
Library copy	List Copy			Mon Sep 05 00:00:00 MSD 2011	URL : http://ksp10 [ Shared D
Site copy	Site Copy				URL : http://ksp10/root [ Off
Documents copy	Group Activity			Fri Aug 05 13:45:40 MSD 2011	

## Creating Jobs

1. Switch to the **Project Mode** tab in the ribbon.
2. Drag and drop or copy/paste the objects to be migrated to the intended target location in the **Navigator**.
3. The New Job Wizard starts and prompts you to enter the job name and optional description:

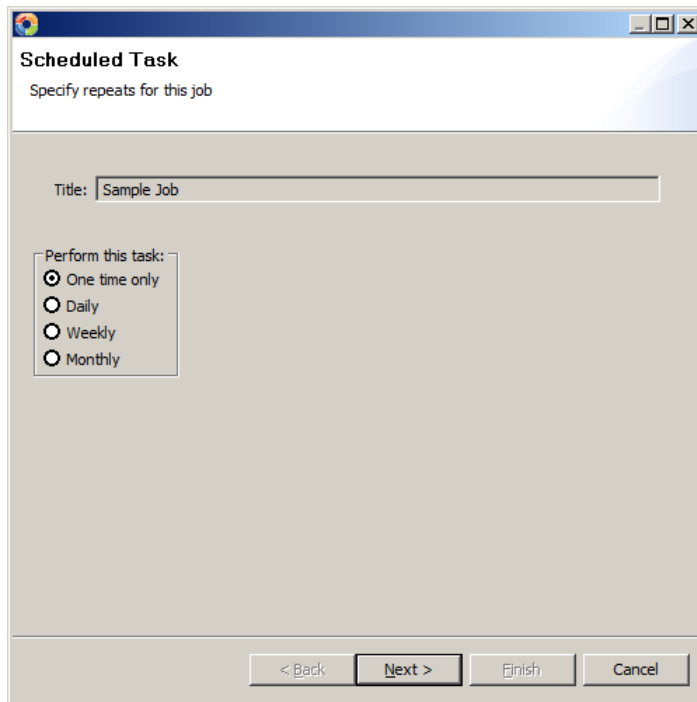
**New job definition**  
Enter information about this job

Job Name :

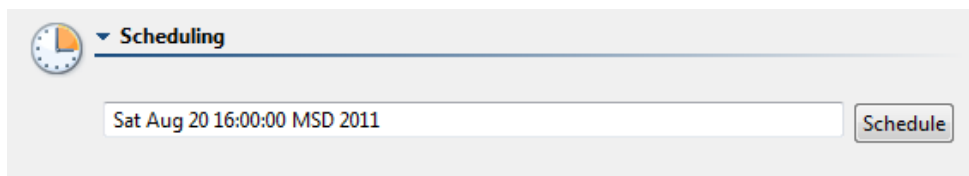
Job Description

☒ **Advanced Options**  
☐ **Scheduling**

4. To set a schedule for the job, expand the **Scheduling** section and click **Schedule** to open the Scheduled Task Wizard:



5. When you complete the wizard, the schedule you defined will be displayed in the New Job Wizard:



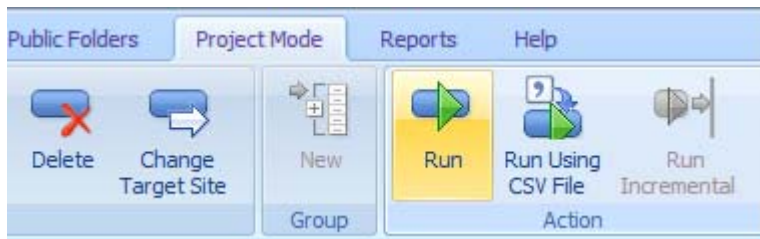
6. The rest of the wizard is identical to add hoc migration mode described in the previous chapters.

## Running Jobs

Migration jobs are typically started automatically based on the schedule you specify. But you can also start jobs manually.

To run a migration job manually:

1. Select the job in the **Jobs** tab.
2. Click **Run** in the **Action** section of the ribbon:



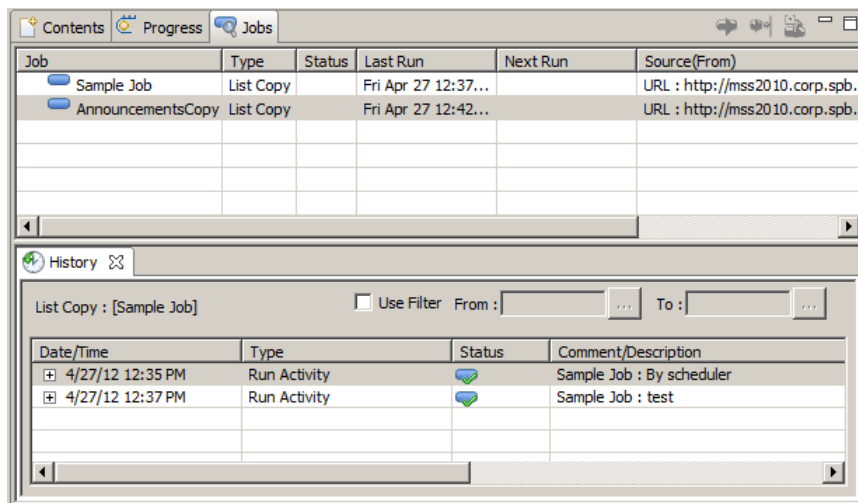
Enter a comment for executing the job in the **Run Job History** window and click **Run Now**.

## Tracking Job History

The application keeps track of all migration job runs to help you verify the migration results and troubleshoot migration failures.

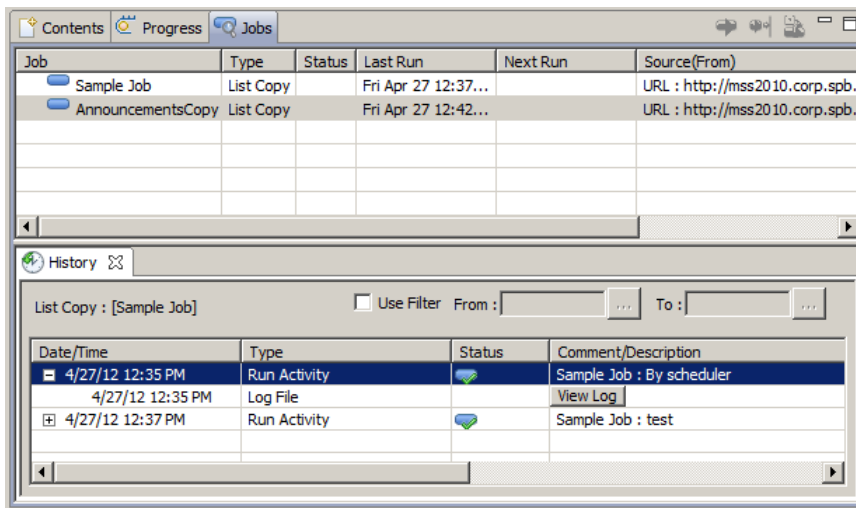
To view the job history trail:

1. Double-click on the job in the jobs list.
2. The job history trail be loaded into the **History** pane:

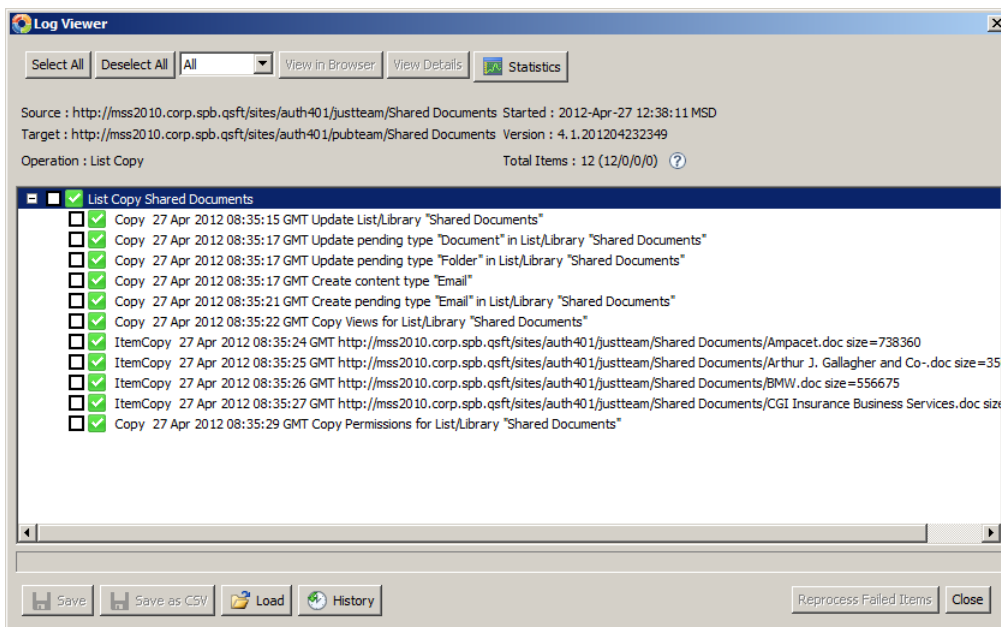




3. Expand the log item you need and click **View Log**:



4. The **Log Viewer** windows will be shown:

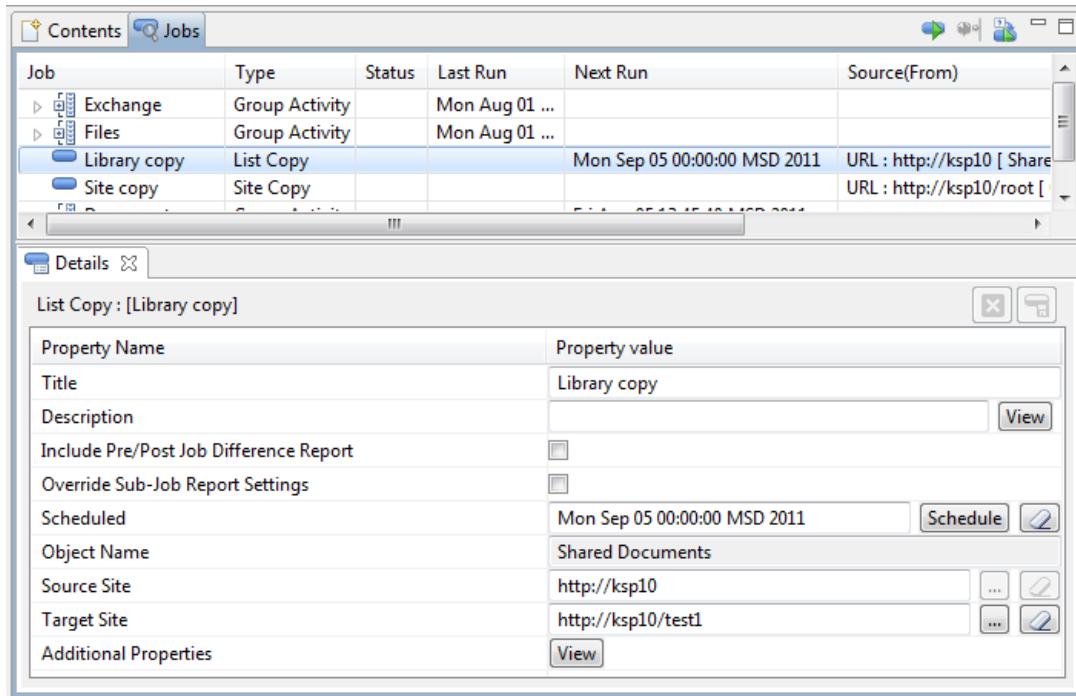




5. Double-click on a log item to view more details.

## Viewing/Modifying Job Properties

You can view and modify properties of a migration job at any time:

1. Select the job in the **Jobs** tab.
2. Click **Details** in the **Job** section of the ribbon.
3. The job settings will be displayed on the **Details** pane:



4. Make changes to the job settings if needed.
5. Click the **Save** button (  ) in the top right corner of the **Details** pane to save your changes or the **Cancel** button (  ) to discard them.

## Incremental Migrations

In some cases you may need to re-copy changes (from the source environment to the target) rather than re-copy all the content, e.g. you may need to continue working without disruption with the source content during large migrations, or a specific site, list or content may need to be periodically synchronized with another environment due to compliance or other business needs.

To address these needs, Migration Suite for SharePoint provides the ability to run incremental migrations. During incremental copy only new and updated data will be copied from the source to the target.



- The incremental copy feature is supported for documents and list items.
  - List items have to be copied with the tool initially, otherwise incremental copy may create duplicates
- Sites and lists are not subject to the incremental copy mode and most of their settings cannot be incrementally deployed
  - Settings that do have a separate copy switch such as content types can be copied incrementally
  - If site and list permissions are included into migration, they overwrite the target permissions
- Deleted items cannot be synchronized
- Renamed documents are copied as a new document (i.e. two versions of the document will reside in the target library)
- SharePoint Designer workflows cannot be copied incrementally. Instead you can copy an updated workflow on its own giving it a new name.

There are two ways to use the incremental copy option:

1. **Project mode** - For any migration job that was run at least once (by schedule or on demand), you can select **Run Incrementally**; the job with all the proper filtering and settings will be run automatically.
2. **Quick mode** – For ad-hoc migration tasks, select **Incremental copy** in the list or item copy options of the copy wizard. In this case, you will need to configure all the filtering and settings manually.



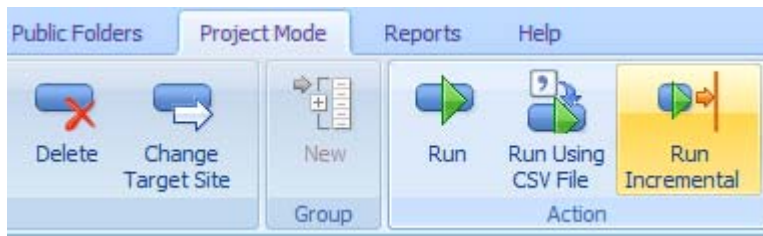
The main usage scenario for incremental migrations is when changes are being made to the source environment only and copied using Migration Suite for SharePoint. It is not recommended to use the incremental copy option if your target environment is live.

## Incremental Migrations in Project Mode

The best way to use the incremental copy option is the Project mode. In this case, the job with all the proper settings and filtering will be selected automatically.

To run an incremental migration:

1. Select the job in the **Jobs** tab.
2. Click **Run Incremental** in the **Action** section of the ribbon:



3. Enter a comment for executing the job in the **Run Job History** window.
4. Click **Run Now**.

## Scheduling Incremental Migrations



If you need to perform incremental synchronization for an entire site, you will need to create the target site (Blank Site) before following the steps below.

To schedule incremental migrations in the Project mode, perform the following steps:


1. Start the job wizard:
  - a) For site copy, drag and drop (or Copy/Paste) the source site to the blank target site.
  - b) For list/library copy, drag and drop (or Copy/Paste) the source list/library to the target SharePoint site.
2. Specify a name for the migration job.


3. Specify a recurring schedule for the job using the built-in Scheduling Wizard:

**New job definition**  
Enter information about this job

Job Name :

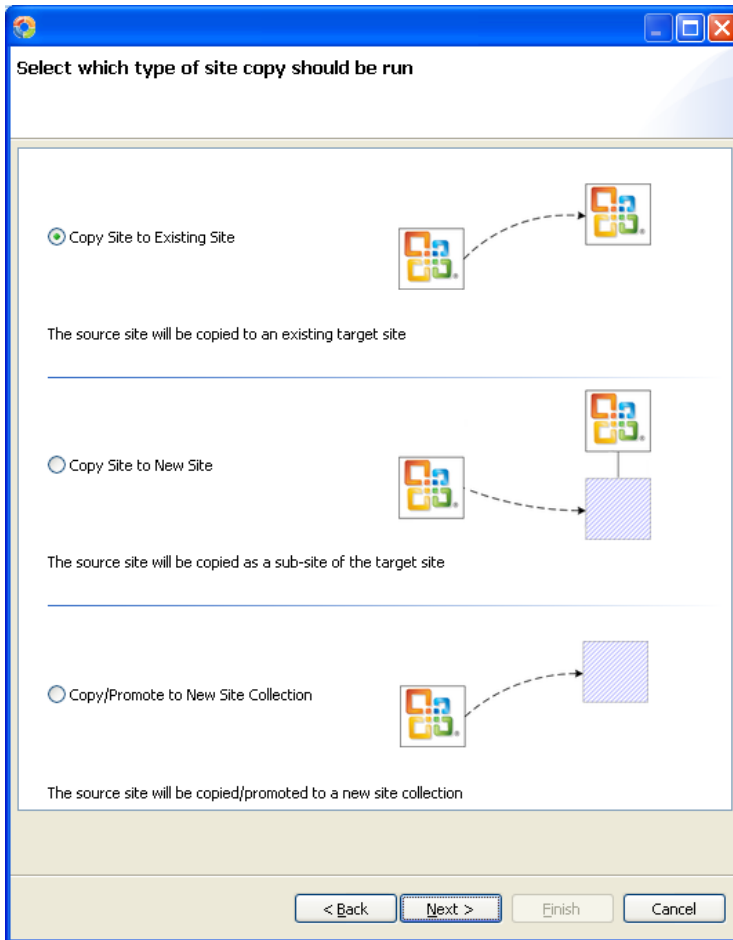
Job Description

 **Advanced Options**

 **Scheduling**

Click **Next**.

4. For site copy, select **Copy Site to Existing Site**:



5. Select the **Incremental copy** option:
  - a) For site copy, expand **Advanced Options**, check the **Incremental Copy** box and specify incremental copy time interval:

**Copy Site Properties**

Profiles: Site-Default

**Site Copy Options**

**List Copy Options**

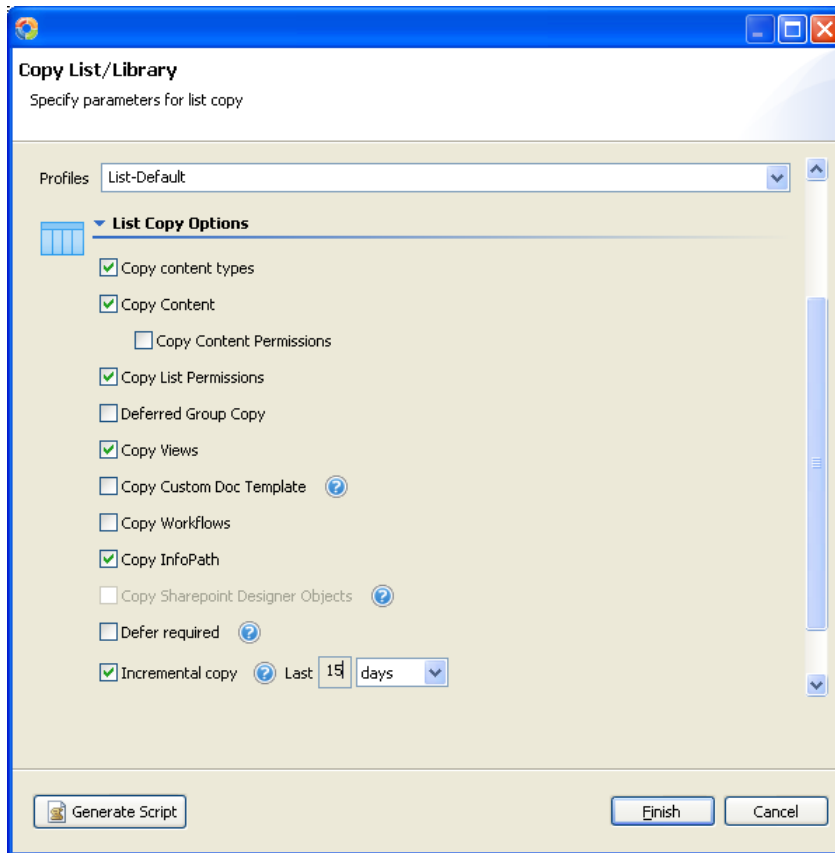
**Advanced Options**

- ☐ Overwrite if file exists
- ☒ Incremental copy Last 15 days
- ☐ Apply Filter Filter
- ☐ Re-Map Users Load
- ☐ Re-Map Site and List Templates Load

**Look and Feel Options**

Generate Script < Back Next > Finish Cancel

- b) For list/library copy, expand **List Copy Options**, check the **Incremental Copy** box and specify incremental copy time interval:



6. Click **Finish** to create the job

After the job is *created*, you can either start the initial migration *manually using* the **Run** command or leave it to the scheduler to start the job automatically. The first run of the task will copy all content from source, while consequent runs will only copy new and modified items and documents.



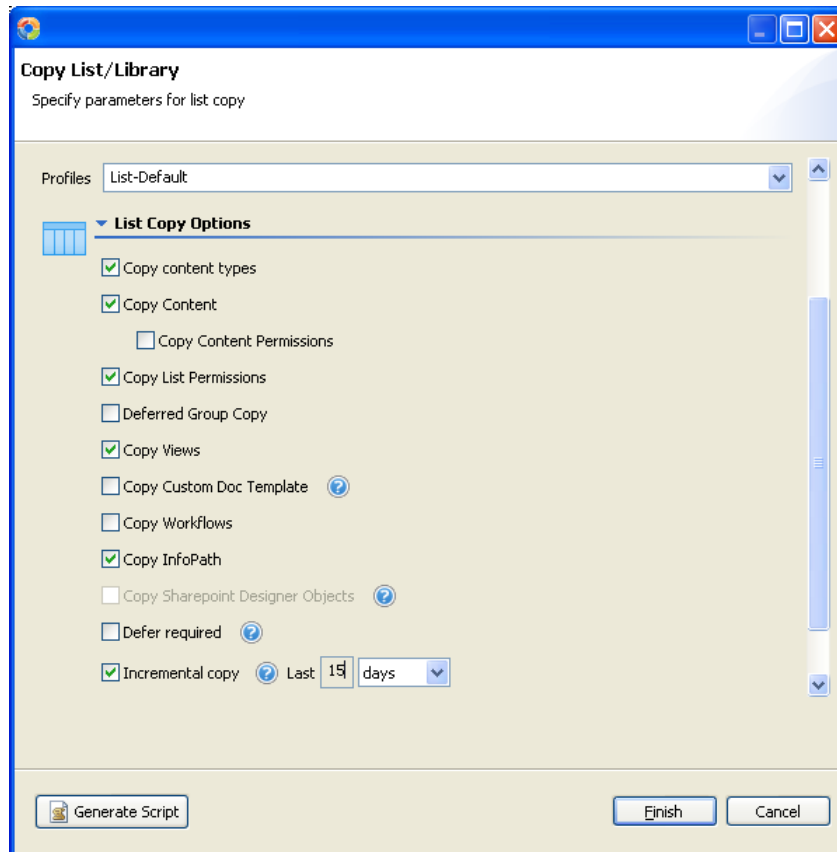
Note that deletions are not synchronized.



## Incremental Migrations in Quick Mode

You can use the incremental copy functionality for ad-hoc migrations in the Quick mode.

To run incremental copy, select the **Incremental copy** option under **List Copy Options** or **Advanced Options** in the copy wizard and specify incremental copy time interval:



This option controls the behavior of the copy operation when the item being copied already exists in the target location. If the **Incremental Copy** option is not selected and you copy list items over previously migrated ones, duplicates will be created on the target because SharePoint does not match list items. If this option is selected, the original list item ID is saved in a hidden column of the target item and then used to match items and copy updated source item over the existing target one (the target item will first be removed).

When you copy documents incrementally, selecting this option allows you to avoid creating a new document version.



The incremental copy option does not filter unchanged documents automatically. It is recommended to apply a filter for the migration task in order to reduce the operation duration.

# Migrating Legacy Content to SharePoint

---

The following product editions allow you to you consolidate the data in your legacy Exchange public folders and file shares to either on-premise or hosted SharePoint 2007/2010/2013.

EDITION	PUBLIC FOLDERS	FILES	ON-PREMISE SHAREPOINT	SHAREPOINT ONLINE
Migration Suite for SharePoint	+	+	+	+
Migrator for SharePoint Online	+	+		+
Public Folder Migrator for SharePoint	+		+	
File Migrator for SharePoint		+	+	

## ***Supported Sources***

- Exchange Public Folders (Exchange Server 2003 and higher)
- PST mail archives (via Outlook)
- Windows file servers

## ***Supported SharePoint Targets***

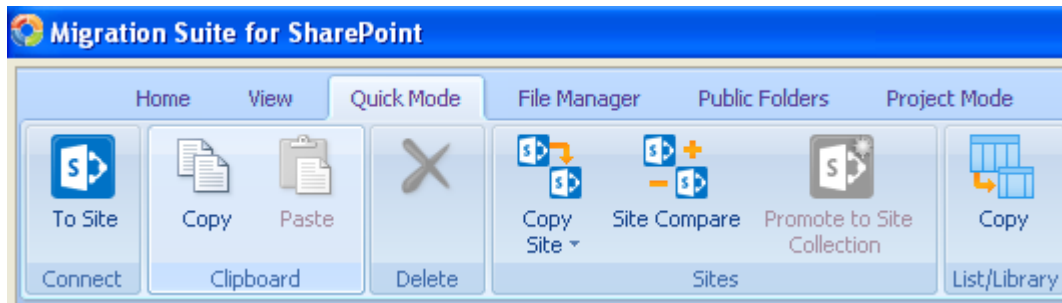
- SharePoint Online (Office 365 and BPOS) or other hosted SharePoint services
- SharePoint Server 2013
- SharePoint Foundation 2013
- SharePoint Server 2010
- SharePoint Foundation 2010
- Microsoft Office SharePoint Server 2007
- Windows SharePoint Services v3

## ***Supported Objects***

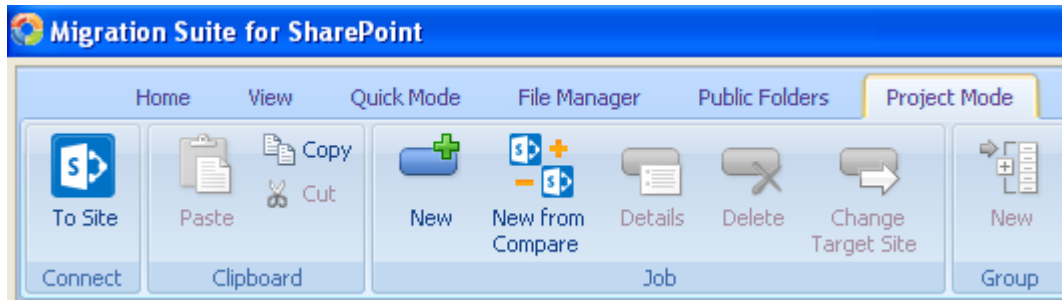
- Email messages, calendar items, contacts in Exchange public folder
- Email messages, calendar items, contacts in PST archives
- Files and folders on file shares and local disks

You can run your migration tasks real-time or schedule them for execution at a specific time:

1. For ad-hoc migrations, go to the **Quick Mode** tab:



2. For scheduled migrations, go to the **Project Mode** tab:



# Migrating Exchange Data to SharePoint

You can migrate entire Exchange public folders to SharePoint or upload mail items individually.

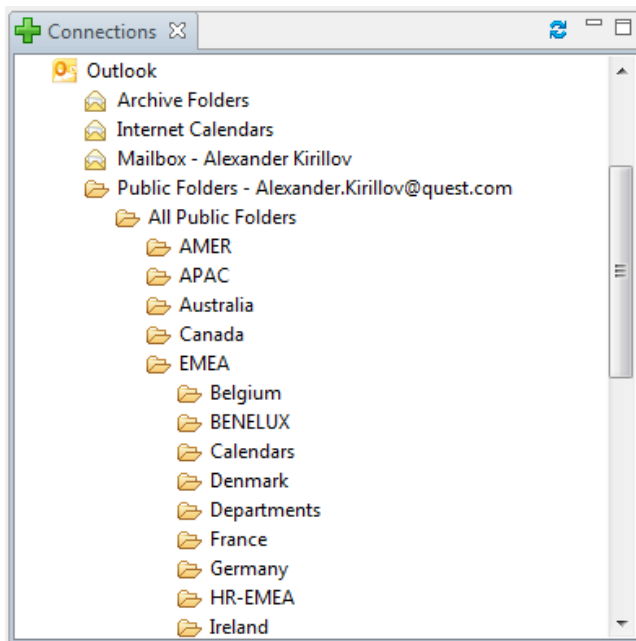


The application leverages Microsoft Outlook and your Outlook profile to connect to email and public folders. Therefore, a configured copy of Outlook 2007 or 2010 is required on the computer where the application is installed.

## Copy Entire Folder

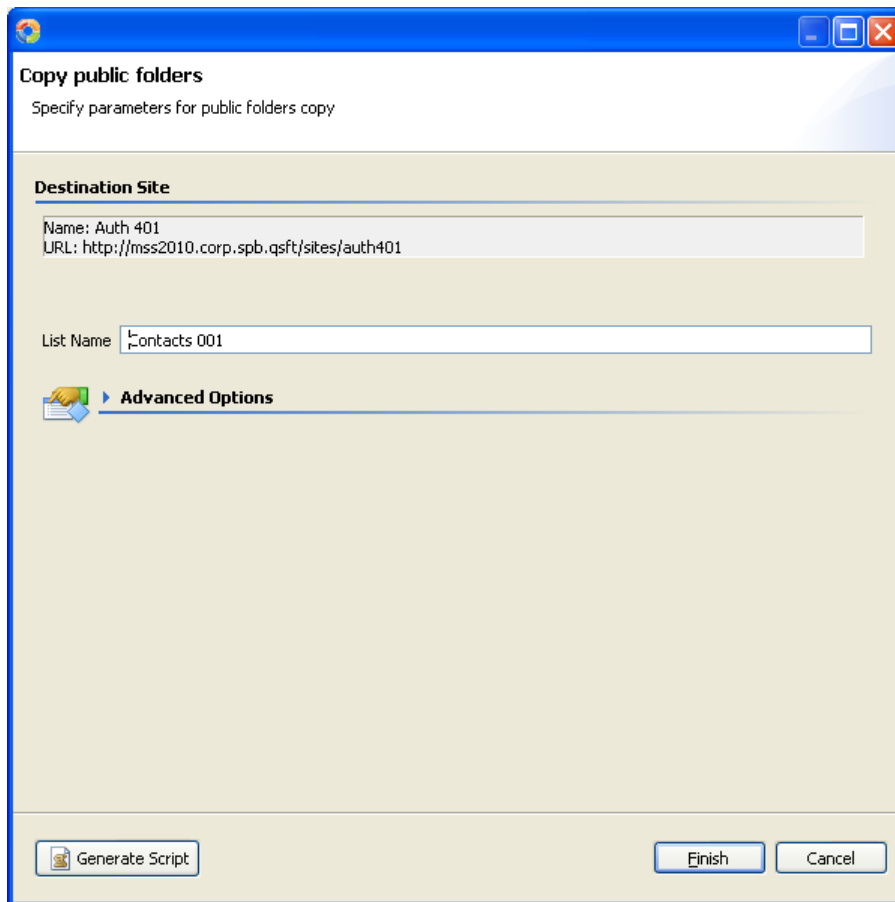
You can copy an entire mail folder to a new SharePoint list or library. You can also upload multiple mail folders to SharePoint while creating a dedicated list for each in SharePoint. This method is fully automatic and you cannot change the default metadata mapping and some other copy options:

1. Locate the source folder under Outlook in the **Connections** pane:



2. Drag and drop (or Copy/Paste) the source folder to the desired SharePoint site.

3. Enter the name for the new list/library.





**Copy public folders**  
Specify parameters for public folders copy

**Destination Site**

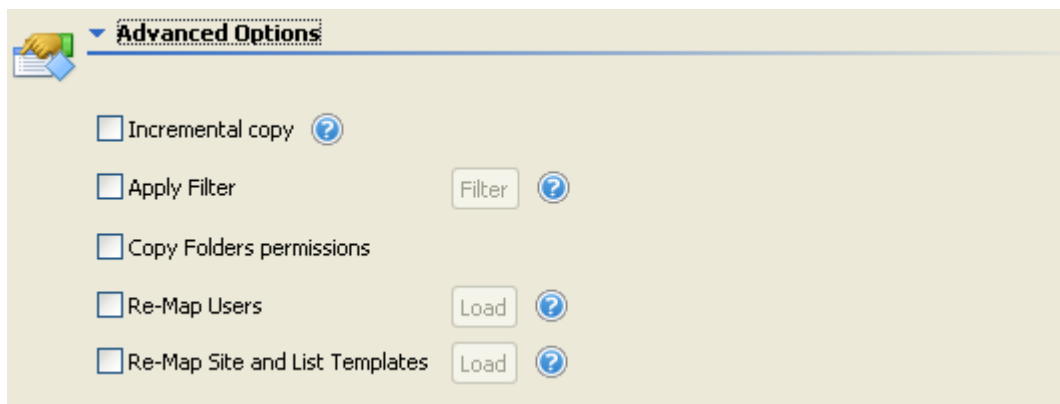
Name: Auth 401  
URL: http://mss2010.corp.spb.qsft/sites/auth401


List Name: contacts 001

 **Advanced Options**

 Generate Script      Finish      Cancel

**Advanced Options** allow you to create incremental copy, filter items, copy folder permissions and/or perform user and template mapping during folder copy:



 **Advanced Options**

☐ Incremental copy ?

☐ Apply Filter      Filter ?

☐ Copy Folders permissions

☐ Re-Map Users      Load ?

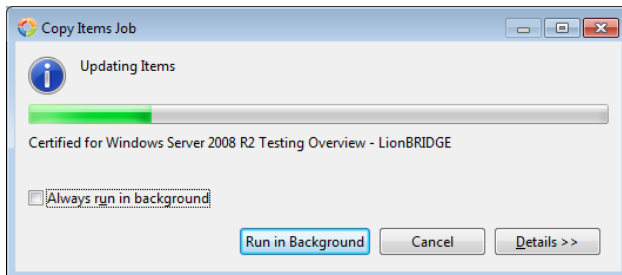
☐ Re-Map Site and List Templates      Load ?

For more information on user and template mapping, see [User Mapping](#) and [Template Mapping](#) respectively.

4. Click **Finish** to create the target list and copy folder items.



The list template will be automatically selected to match the source folder, i.e. a mail folder will be converted to a document library and messages will be saved as MSG files. A contacts folder will become a contacts list in SharePoint.

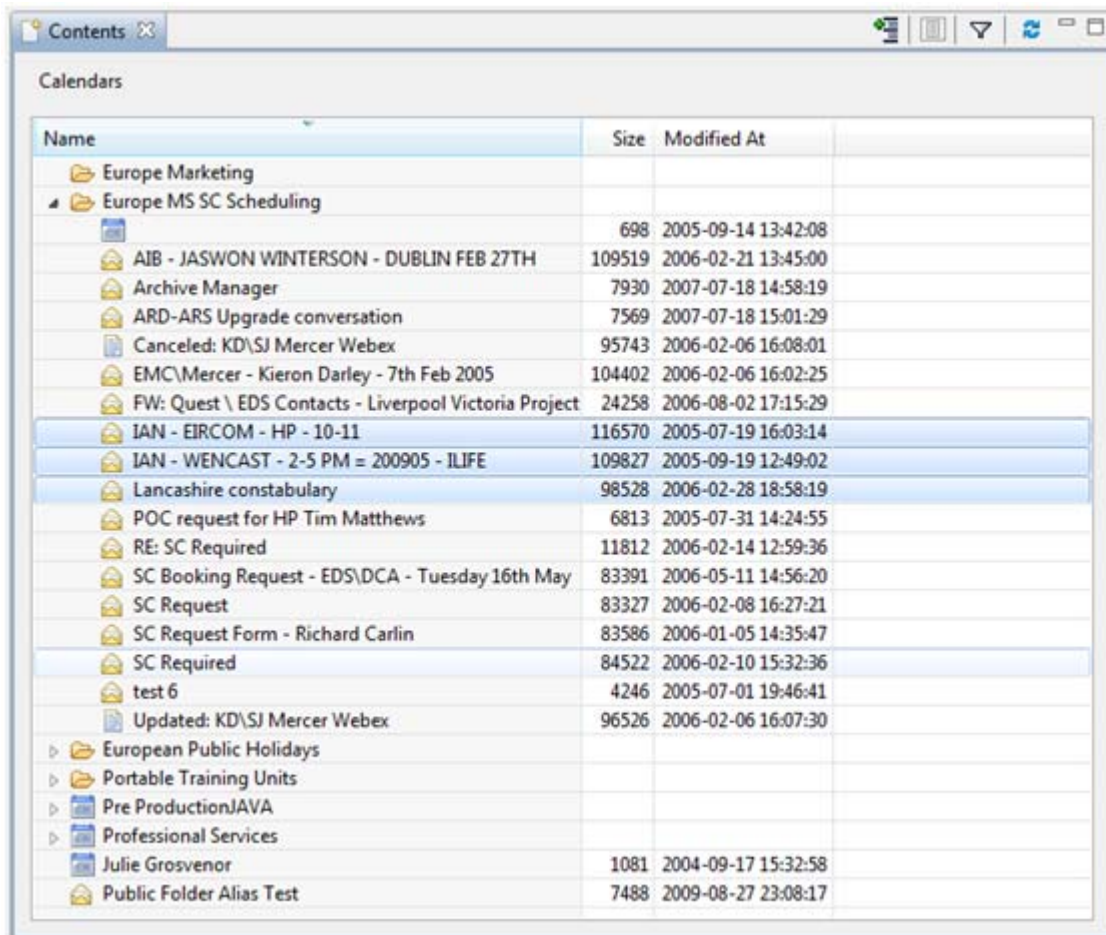


Do not close Microsoft Outlook during migration. Otherwise, migration will fail.

## Copy Individual Items

If you need to selectively copy mail items and folders to an existing list in SharePoint, perform the following:

1. Locate the source folder under Outlook in the **Connections** pane.
2. Double-click the folder to load its content into the **Contents** pane on the right:



3. Select the items you want to copy in the **Contents** pane (use CTRL and SHIFT to multi-select).
4. Drag the selection (or use Copy/Paste) to the desired SharePoint list/library in **Navigator**.

5. The Item Copy Wizard starts. On the **Location** step, confirm or change the target list/library.

The screenshot shows a window titled "Location" with the subtitle "Specify location and content type". Inside the window, there is a section labeled "Location" with a button "Select Different Site". Below this, there are two dropdown menus: "Site URL:" with the value "http://mss2010.corp.spb.qsft/sites/auth401/team" and "List:" with the value "Calendar". At the bottom of the window, there are four buttons: "Generate Script" (with a script icon), "< Back", "Next >" (highlighted), "Finish", and "Cancel".



6. On the **Properties** step, review and adjust the metadata mapping if needed. Refer to [Metadata Mapping and Tagging](#) for detailed information on adjusting the metadata mapping.

**Properties**  
Specify target metadata

Content Type: **Event**

End Time \* <Copy Value From: End Time>

Start Time \* <Copy Value From: Start Time>

Title \* <Copy Value From: Title>

Category <Empty>

Description <Copy Value From: Description>

Location <Copy Value From: Location>

Created At <Copy Value From: Created At>

Modified At <Copy Value From: Modified At>

\* indicates a required field

Save Template Load Template

Generate Script < Back Next > Finish Cancel

7. On the **Summary** screen you can choose from a number of available copy options. For more information on user mapping, refer to [User Mapping](#).



You can choose the **Create CSV File for Uploading, Tagging or Copying files** option to import files using a CSV file instead of uploading them immediately. See [Appendix II. CSV Based Migration](#) for more information on CSV based file import.

8. Click **Finish** to start copying selected items. The progress window is displayed:



Do not close Microsoft Outlook during migration. Otherwise, migration will fail.



## Migrating Exchange Folder Permissions

The application provides an option to map Exchange folder permissions to SharePoint.

To enable migration of folder permissions, select the **Copy Permissions** option under Advanced Options in the Copy Public Folders Wizard:

**Summary**  
Content total summary

**Target Content Location**

Site URL: http://mss2010.corp.spb.qsft/sites/auth401/team  
List: Calendar  
Folder:  
Content Type: Event  
3 documents will be updated.  
Profiles: Item-Default

**Advanced Options**

☐ Incremental copy    ? Last  days   
☒ **Copy Permissions**  
☐ Apply Filter    Filter ?  
☐ Re-Map Users    Load ?  
  
☐ Create CSV File for Uploading, Tagging or Copying files ?

   < Back    Next >    Finish    Cancel

When permissions are granted using one of the predefined Exchange permission levels, the application maps it to a SharePoint permission level as follows:

FOLDER PERMISSION LEVEL	SHAREPOINT PERMISSION LEVEL
Owner	Full Control
Publishing Editor	Full Control
Editor	Full Control
Publishing	Full Control
Author	Full Control
Non-editing Author	Full Control
Reviewer	View Only
Contributor	Full Control

None	View Only
------	-----------

When a custom set of permissions is used to grant access to the source folder, the following mapping is used:

<b>FOLDER PERMISSION</b>	<b>SHAREPOINT PERMISSION LEVEL</b>
Can Delete Own	Full Control
Can Create Items	Full Control
Can Edit All	Contribute
Can Create Subfolders	Full Control
Can Edit Own	Contribute
Can Read Items	Read



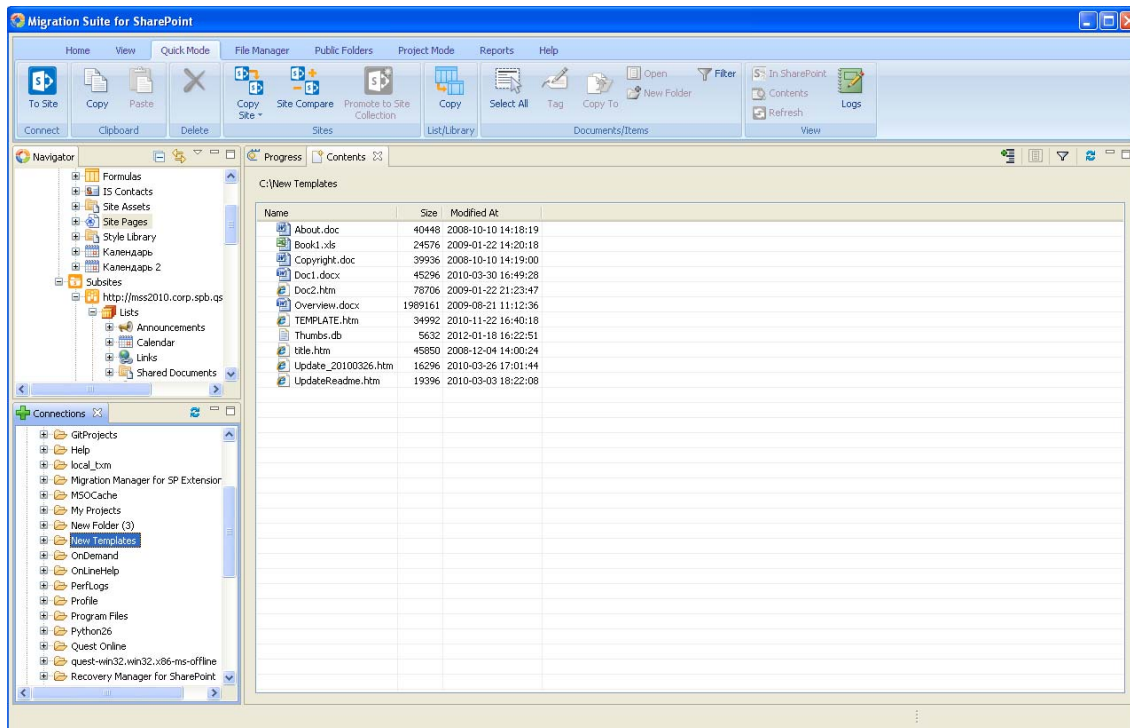
It might be required to use the user mapping feature when migrating folder permissions. See [User Mapping for Folder Permissions Migration](#) for more information.

# Migrating Files to SharePoint



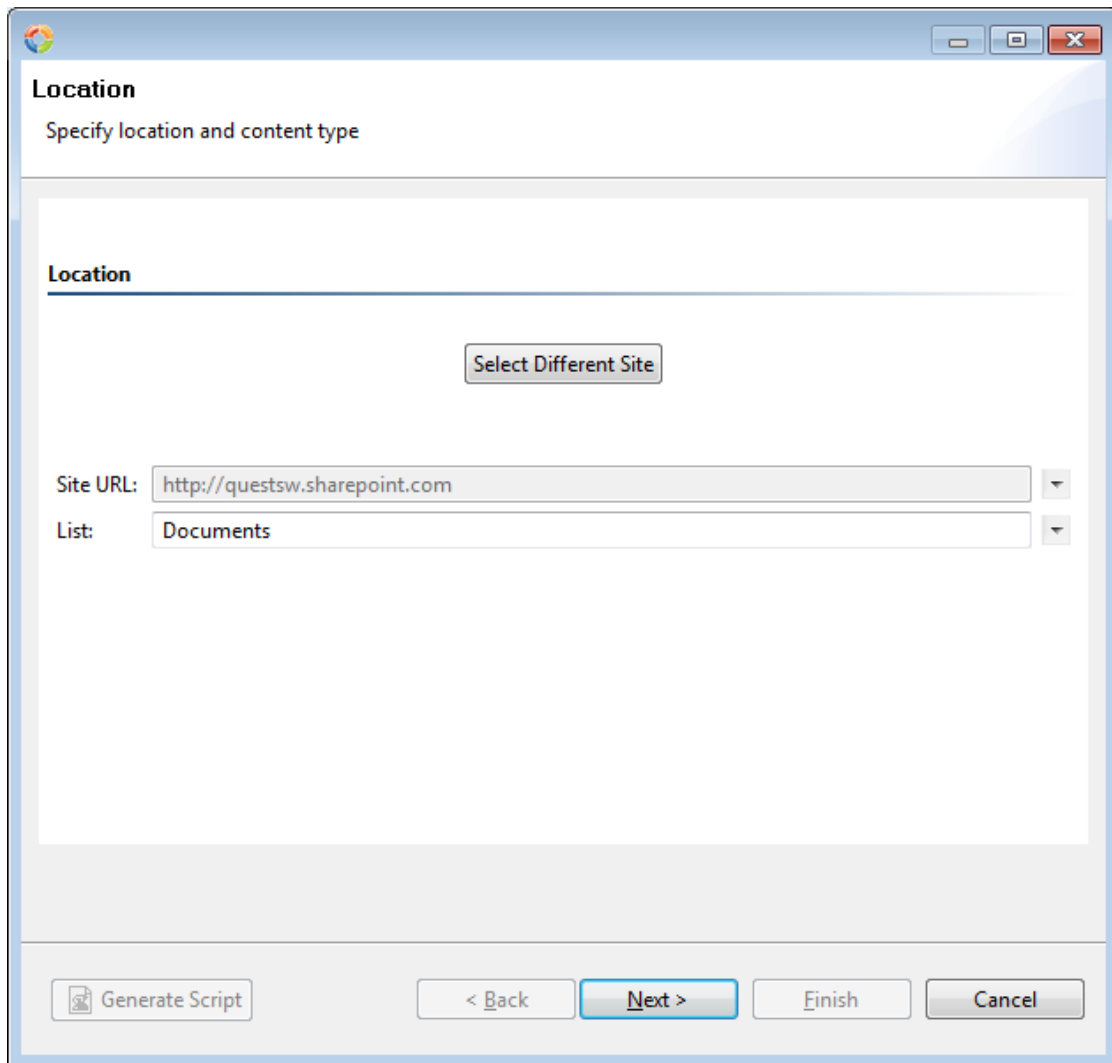
The application supports migration only of network file shares mapped to the local drives, i.e. the **Connections** pane does not allow connecting to the shares via a UNC path and displays only local and mapped network drives.

1. Locate the folder containing the files you want to migrate to SharePoint in the **Connections** pane and double-click it to load the folder contents into the **Contents** pane:



2. Mark the files you want to upload to SharePoint. You can select multiple files using CTRL or SHIFT.
3. Drag or copy/paste the selected files to the destination document library in the **Navigator**.
4. The File Copy Wizard starts.

5. On the **Location** step confirm the destination or select another site or list:



The screenshot shows a window titled "Location" with the subtitle "Specify location and content type". Inside the window, there is a section labeled "Location" with a button "Select Different Site". Below this, there are two input fields: "Site URL:" with the value "http://questsw.sharepoint.com" and a dropdown arrow, and "List:" with the value "Documents" and a dropdown arrow. At the bottom of the window, there are four buttons: "Generate Script" (with a document icon), "< Back", "Next >" (highlighted with a blue border), "Finish", and "Cancel".

6. On the **Properties** tab review and adjust the metadata mapping if needed. Refer to [Metadata Mapping and Tagging](#) for detailed information on adjusting the metadata mapping.



Metadata mapping supports only standard properties of files and Office documents. Mapping of other metadata formats (e.g. PDF) is not supported.

**Properties**  
Specify target metadata

Content Type: **Document**

Name *	<Copy Value From: File Name>	<	>
Title	<Copy Value From: Title>	<	>
Created At	<Copy Value From: Created At>	<	>
Modified At	<Copy Value From: Modified At>	<	>
Created By	<Copy Value From: Created By>	<	>
Modified By	<Copy Value From: Modified By>	<	>

\* indicates a required field

Save Template Load Template

Generate Script < Back Next > Finish Cancel



7. On the **Summary** screen you can choose from a number of available copy options. For more information on user mapping, refer to [User Mapping](#).



You can choose the **Create CSV File for Uploading, Tagging or Copying files** option to import files using a CSV file instead of uploading them immediately. See [Appendix II. CSV Based Migration](#) for more information on CSV based file import.

**Summary**  
Content total summary

**Target Content Location**

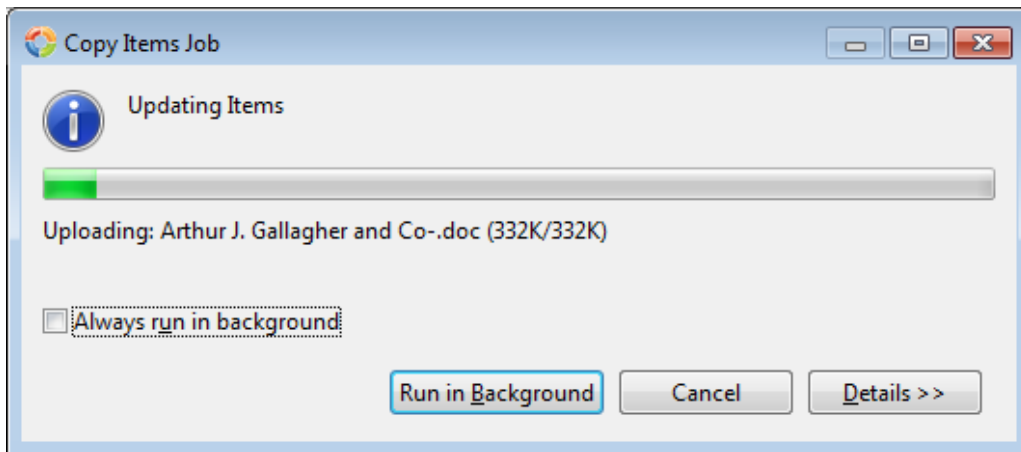
Site URL: http://mss2010.corp.spb.qsft/sites/auth401/justteam  
List: Shared Documents  
Folder:  
Content Type: Document  
11 documents will be updated.  
Profiles: Item-Default

**Advanced Options**

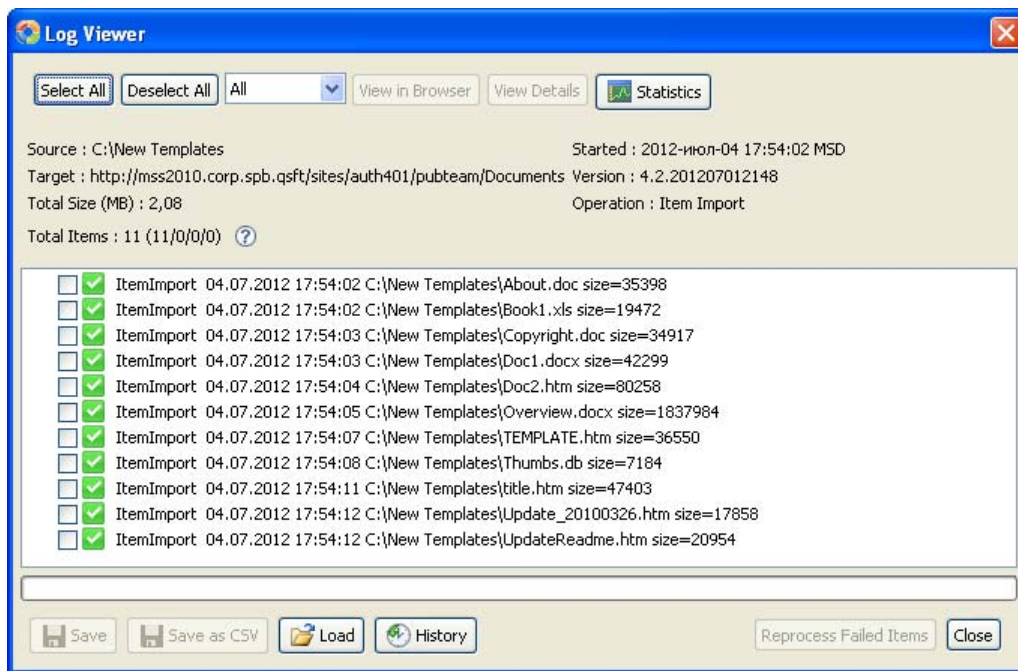
☐ Overwrite if file exists  
☐ Incremental copy Last [ ] days  
☐ Copy Permissions  
☐ Remove Folder Structure  
☐ Defer required  
☐ Apply Filter Filter  
☐ Create CSV File for Uploading, Tagging or Copying files

Generate Script < Back Next > Finish Cancel

8. Click **Finish** to start file upload:



9. When the task completes, you can see the upload log:



## Migrating NTFS Folder Permissions

You can map NTFS permissions of remote and local file folders to SharePoint permission levels on the folders in the target document library.



File-level NTFS and share permissions are not supported in the current version.

To enable migration of folder permissions, select the Copy Permissions option under Advanced Options in the File Copy Wizard:

**Summary**  
Content total summary

**Target Content Location**

Site URL: http://mss2010.corp.spb.qsft/sites/auth401/justteam  
List: Shared Documents  
Folder:  
Content Type: Document  
11 documents will be updated.  
Profiles: Item-Default

**Advanced Options**

☐ Overwrite if file exists ?  
☐ Incremental copy ? Last [ ] days  
☒ Copy Permissions ?  
☐ Remove Folder Structure  
☐ Defer required ?  
☐ Apply Filter Filter ?  
☐ Create CSV File for Uploading, Tagging or Copying files ?

Generate Script < Back Next > Finish Cancel



You cannot migrate folder permissions if the **Remove Folder Structure** option is selected for the migration job.

The application maps NTFS permissions to SharePoint permission levels as follows:

NTFS FOLDER PERMISSION LEVEL	SHAREPOINT PERMISSION LEVEL
Full Control	Full Control
Modify	Contribute
Read	Read
Write	Contribute
List Folder Content	Read
Read and Execute	Read



You can use the user mapping feature when migrating folder permissions. See [User Mapping](#) for more information.

## Scheduled Migrations

If you initiate Exchange or file copy from the **Project Mode** tab, the first step of the copy wizard will define a new migration job and set a schedule for it. The rest of the wizard is the same as described in the previous sections.

When you complete the wizard, a new job will be added to the **Jobs** pane of the **Contents** area. You can expand a migration job to see the included items:

Job	Type	Status	Last Run	Next Run	Source(From)	Target
Exchange	Group Activity		Mon Aug 01 19:...			
Exchange - RE: Progress Energy	Item Copy		Mon Aug 01 19:...		URL : C:\Program Files\Quest ...	URL :
Exchange - RE: Progress Energy	Item Copy		Mon Aug 01 19:...		URL : C:\Program Files\Quest ...	URL :
Exchange - RE: Progress Energy	Item Copy		Mon Aug 01 19:...		URL : C:\Program Files\Quest ...	URL :
Exchange - RE: Progress Energy	Item Copy		Mon Aug 01 19:...		URL : C:\Program Files\Quest ...	URL :
Files	Group Activity		Mon Aug 01 19:...			
Files - Victoria Department of Education and Training.doc	Item Copy		Mon Aug 01 19:...		URL : Y:\Victoria Department ...	URL :
Files - TUV NORD Group.doc	Item Copy		Mon Aug 01 19:...		URL : Y:\TUV NORD Group.do...	URL :
Files - Statoil.pdf	Item Copy		Mon Aug 01 19:...		URL : Y:\Statoil.pdf [ Statoil.pd...	URL :
Files - Sheppard Mullin Richter and Hampton.doc	Item Copy		Mon Aug 01 19:...		URL : Y:\Sheppard Mullin Rich...	URL :
Files - Parks Canada Agency.mht	Item Copy		Mon Aug 01 19:...		URL : Y:\Parks Canada Agency...	URL :

For more information on working with scheduled jobs, see [Metadata Mapping and Tagging](#).

# Metadata Mapping and Tagging

When you migrate SharePoint content, files or public folder data with Migration Solutions for SharePoint, the application automatically maps source metadata to columns in the target SharePoint list or library. This happens behind the scenes when you migrate data to a new SharePoint list. You can adjust the metadata mapping and classify/tag migrated items when you migrate to an existing list or document library. You can also classify/tag SharePoint items and documents in place.

This section describes the **Properties** screen that is displayed when you:

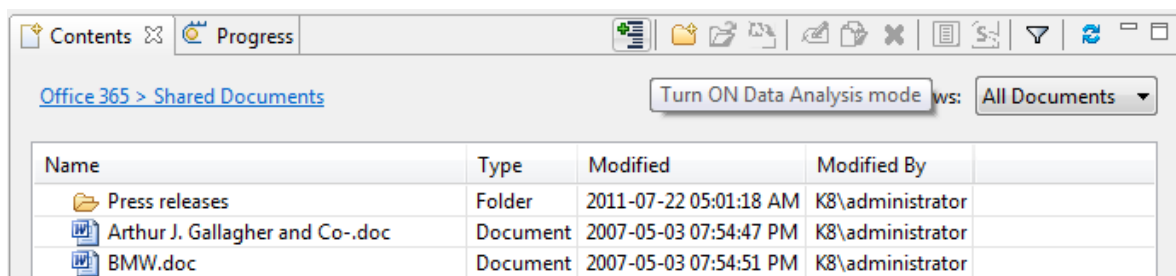
- Migrate individual SharePoint items to an existing SharePoint list (Refer to *Migrating Individual Items/Documents*)
- Migrate individual Exchange items to an existing SharePoint list (Refer to *Copy Individual Items*)
- Migrate files to an existing SharePoint document library (Refer to *Migrating Files to SharePoint*)
- Tag items in a SharePoint list (Refer to *In-Place Content Tagging*)

## Data Analysis Mode

The application can optionally analyze the source items metadata to allow selecting from the existing values to be assigned rather than manually entering the value, which reduces error risk.


To enable Data Analysis Mode:

1. Double-click on any SharePoint list to open the **Contents** tab.
2. Click **Turn ON Data Analysis** (  ) at the top of the tab:



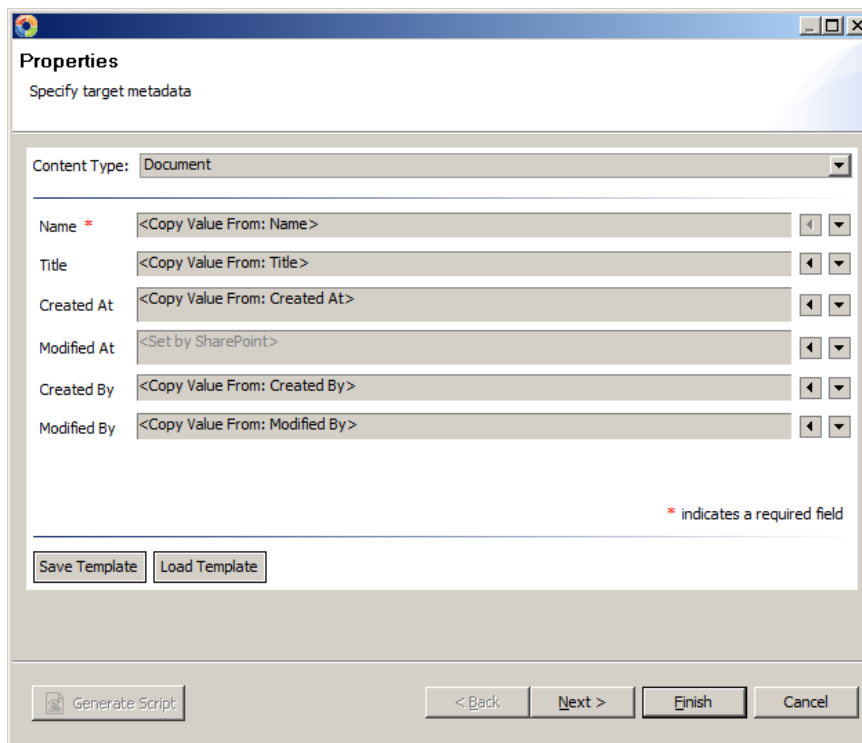
Data Analysis Mode may slow down the application depending on the number of selected items. Disable Data Analysis mode if you no longer need it.

To disable Data Analysis Mode:

1. Double-click on any SharePoint list to open the **Contents** tab.
2. Click **Turn OFF Data Analysis** () at the top of the tab

## Properties Screen

This screen is used to tag the selected list of items:



## Content Type


By default, the wizard preloads the default content type for the destination SharePoint list/library. You may select an alternate content type by using the drop-down button. If a new content type is selected, the list of fields below will be updated correspondingly. The application will automatically attempt to match the fields from the source content type(s) to the destination. The **Keep Original** option allows you to retain existing content type(s) for selected items. This is useful when moving or copying a set of items from multiple content types.





**Keep Original** is only available when Data Analysis Mode is disabled.

## Tagging/Classification

The wizard provides several methods for smart tagging, which is accomplished through the use of buttons located to the right of each field.

**Left-Arrow Button** (  ): one way to efficiently tag content is to group items that need to be tagged with a common value. For example, you may have a set of files that share a common project name or number, a choice, check box or lookup value, (Yes/No) or a common user name. The left-arrow button provides access to directly enter or modify the value of the field. The wizard will automatically provide controls corresponding to the type of field being worked on.

**Down-Arrow Button** (  ): pressing this button will generate the **Field Value Selection** window which is intended to give you more control over tagging. The functionality for this window is described below.

**Plus Button** (  ): this button is only shown for multi-valued fields. When enabled any new values are appended to existing ones. When disabled, new values will replace existing ones.



Because the **Name** field in a Library must have a unique value, only the down-arrow is enabled. This allows the user to change the value of this field by mapping to another normalized field.

**Save Template/Load Template:** many classification operations are done over and over again for different sets of content. These buttons allow you to store and recall all the tagging parameters set in this window.

## Field Value Selection Screen

Field Value Selection

Select source for field: Name

☐ <Keep Original Value>

☐ <Set to Empty Value>

Available Columns	Available Values
Folder 1 in the File Path	Dept Budget.xls
Folder 2 in the File Path	Meeting Notes.doc
Folder 3 in the File Path	metavis logo2.JPG
Folder 4 in the File Path	
Folder 5 in the File Path	
Folder 6 in the File Path	
Folder 7 in the File Path	
Folder 8 in the File Path	
Folder 9 in the File Path	
Modified At	
Modified By	
Name	
Original URL	

☐ Show Hidden Fields

Value will be copied from column: Name

Cancel Select



This screen is generated by clicking on the down-arrow next to a specific field in the **Properties** Screen. All actions within this screen only apply to that field (its name is displayed at the top of the window).

**Keep Original Value** - selecting this check box will negate any changes made in this screen.

**Set to Empty Value** - selecting this check box will remove any existing value from the field.

**Available Columns** - selecting a field name from this list will designate it as the “source” and result in the metadata values from this field to be transferred to the destination for each item.

**Show Hidden Fields** - selecting this check box will display hidden fields in the **Available Columns** list.

**Available Values** – when a “source” field is selected from the Available Columns list, the metadata values for all the items are displayed in the Available Values list.



This option is only available if Data Analysis Mode is enabled.

You may select any of these specific values to be copied to all items involved in the operation. If none of the values is selected, the functionality will follow the logic described in **Available Columns**.

# Migrating Created/Modified Metadata

---

In most cases, the application maintains the **Created By/Modified By/Created At/Modified At** properties of the migrated items and documents as long as the following prerequisites are met:

- User performing the migration must be a site owner (administrator)
- Author/editor user accounts must exist (usually in Active Directory) and be enabled



If the original author/editor cannot be resolved, the **Created By** and **Modified By** properties will be set either to the account under which the user connected to the target site or to the account specified in the Default User Account setting of Profile Manager (if any specified).

However, in certain situations, it is not possible to set the **Created/Modified** metadata using remote Web Services calls (including when the application is installed on a server in the target SharePoint farm):

- SharePoint 2007 as target:
  - Created/Modified can be maintained or reset to the current date and user depending on the service pack/patch combination on the target farm
- SharePoint 2010/2013 as target:
  - All patch levels - both dates and author/editor are maintained
  - Lists/libraries with major and minor versions enabled – Created/Modified is maintained for major versions, but not for minor versions.

To facilitate retention of the Created/Modified properties in situations where setting them remotely is not possible, an extension SharePoint web service is provided to be deployed to the target SharePoint 2007/2010/2013 farm. After the service is installed, no further product configuration is necessary. The application will detect the service automatically and use it to set the Created/Modified metadata.

## Installing Extension Web Service

Perform the following steps:

1. Copy the **/Tools/ExtensionService/SharePoint 2007 and 2010** or **/Tools/ExtensionService/SharePoint 2013** folder from the product download package to a front-end web server in your target SharePoint farm.
2. Run **Setup.exe** and follow the steps of the installation wizard.
3. Select web applications to deploy the service to.



The extension service is provided as a SharePoint solution package. You can use the solution file (**Quest.WebServices.wsp**) to install and deploy the extension service to the farm using standard SharePoint tools.

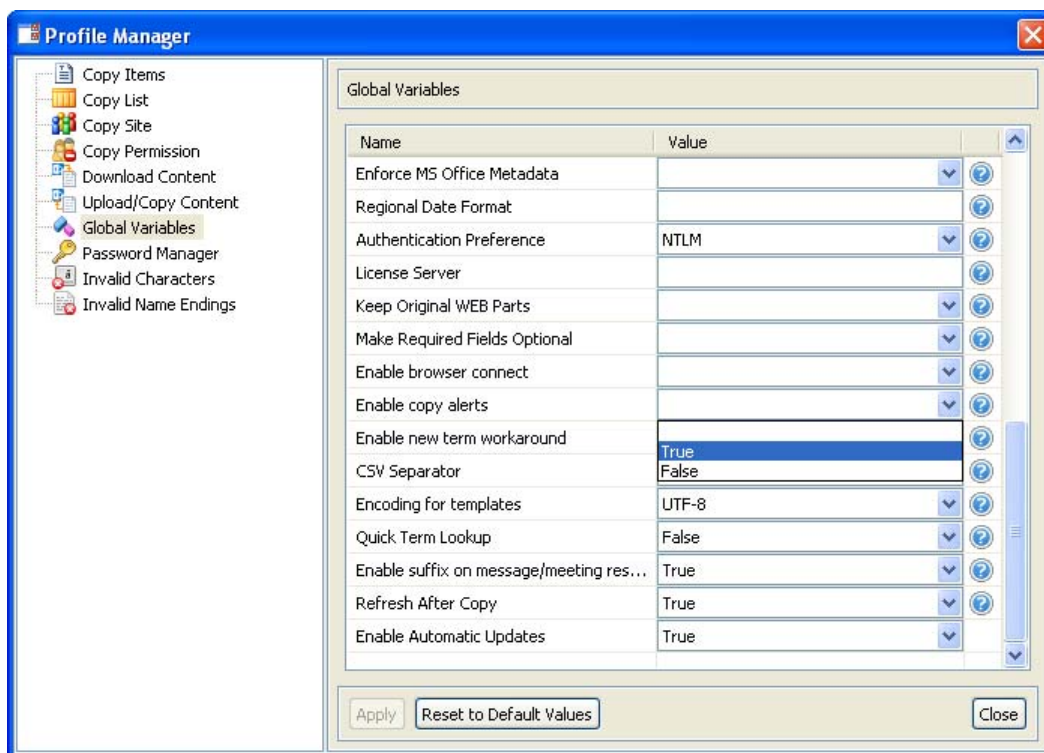
# Advanced Migration Features

## Migrating E-mail Alerts

Quest SharePoint migration tools allow you to copy e-mail alerts when copying sites. The option is not enabled by default, and you need to use the Enable copy alerts option in the Global Variables section of Profile Manager:



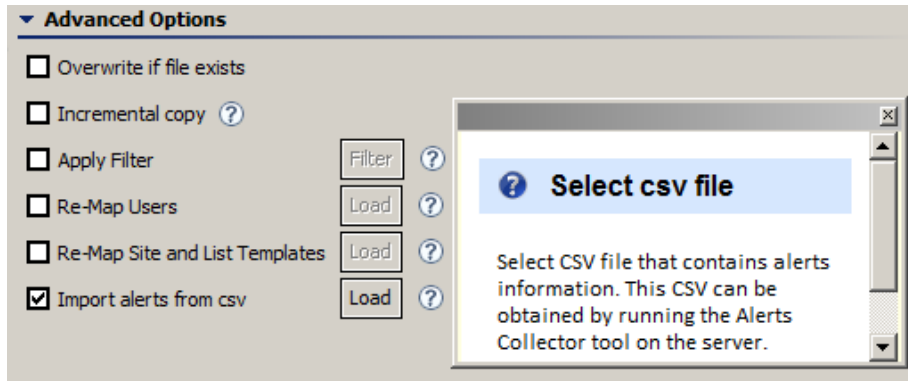
Profile Manager is available from the **Help** ribbon. See [Appendix I. Profile Manager](#) for more information.



When enabled, the **Import Alerts** option will show up under the **Advanced Options** when you copy a SharePoint site:



Alerts copy is only supported for site migrations.



To copy alerts, you need to supply a CSV file containing alerts information. The CSV file can be generated using Quest Alerts Collector utility available in your product download package.

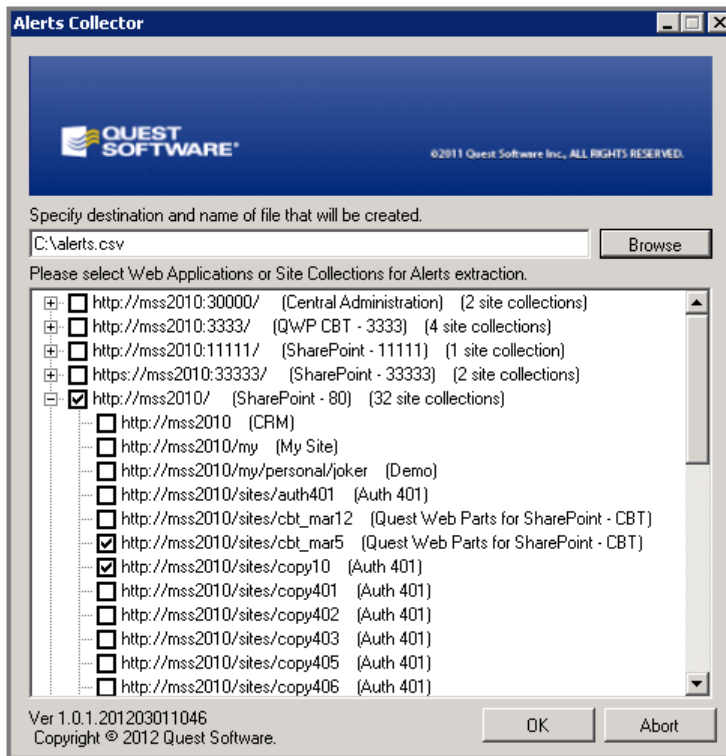


Quest Alerts Collector utility is currently not available for SharePoint 2013. You can migrate alerts from previous SharePoint versions to SharePoint 2013, but alerts migration from SharePoint 2013 to SharePoint 2013 is not supported.

To create a CSV file for migration of email alerts:

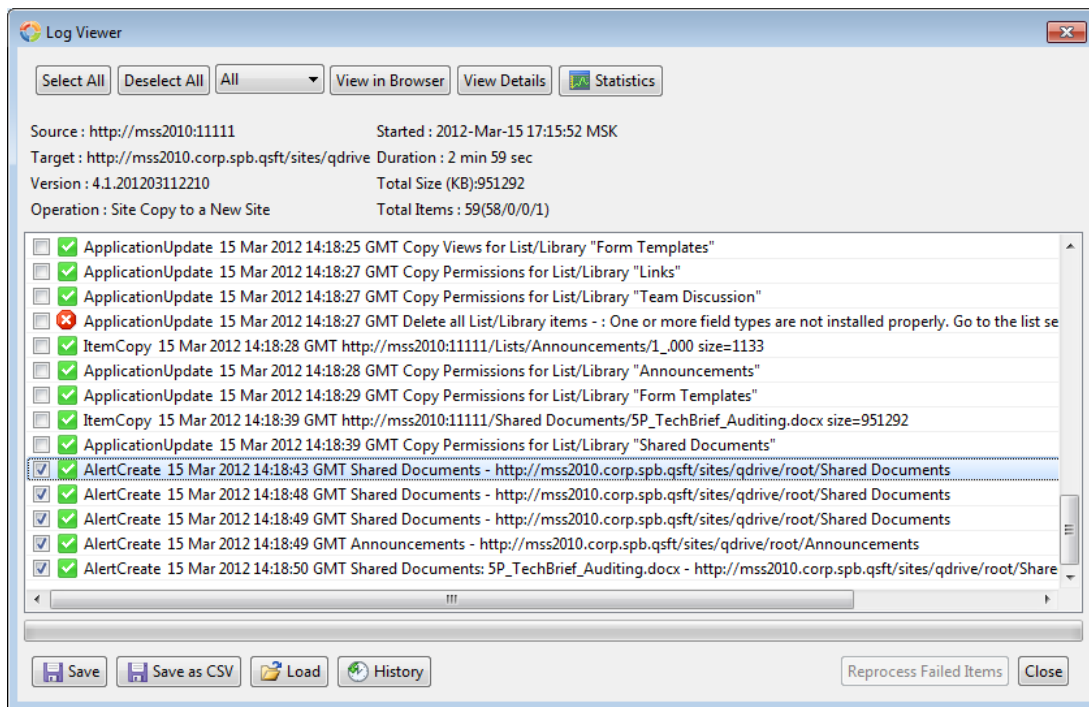
1. Locate the version that matches your source SharePoint version in the **/Tools/AlertCollector** folder of the download package.
2. Run the utility on a source SharePoint server.
3. Specify the CSV file to export alerts to.

4. Select site collections to export alerts from and click OK.



You can use the generated CSV file as is or edit it to remove unwanted alerts.

When your site migration job completes, you can view the migration log to check whether the alerts import succeeded or failed:



## Migrating Workflows

Quest Migration Solutions for SharePoint support migration of the following types of workflows:

- Standard out-of-the-box SharePoint server workflows (i.e. Approval, Collect Feedback, etc.)
- Declarative SharePoint Designer workflows

The application will copy the workflow associations to SharePoint 2007, 2010 and 2013 lists, which includes the workflow configuration settings.



Workflow state, in-progress workflow instances and history are not retained during migration.

There are three ways to copy OOB and SharePoint Designer workflows using the application:

- Include workflows in a site copy
- Include workflows in a list/library copy
- Copy workflows separately

## Migrating OOB and SharePoint Designer Workflows

In order to migrate workflows as part of site or list copy:

1. Select the **Copy Workflows** option under **List Copy Options** in the copy wizard:

The screenshot displays the 'List Copy Options' dialog box. It features a list of options with checkboxes and radio buttons. The 'Copy Workflows' option is selected and highlighted with a dashed border. Other options include 'Copy Lists and Libraries', 'Copy content', 'Copy Content Permissions', 'Copy Versions', 'Include All Versions', 'Include most recent Versions' (with a value of 10), 'Copy List permissions', 'Copy views', 'Copy Custom Doc Template', 'Copy InfoPath', and 'Defer required'.

Option	Selected
Copy Lists and Libraries	Yes
Copy content	Yes
Copy Content Permissions	No
Copy Versions	Yes
Include All Versions	Yes
Include most recent Versions	No (Value: 10)
Copy List permissions	Yes
Copy views	Yes
Copy Custom Doc Template	No
Copy Workflows	Yes
Copy InfoPath	Yes
Defer required	No



To copy list workflows separately:

1. Select the list/library in the site tree and use the **Workflows** button on the **View** ribbon.



Alternatively you can select **Objects** in the right-click menu on the list and click **Show Workflows**.

2. The workflows attached to the list will be loaded into the right pane.
3. Copy/paste or drag-n-drop workflows to a destination list.

Out-of-the-box workflows require connections to two SharePoint lists to work properly. Both lists need to be specified when you add a workflow to a list/library:

- a Tasks list to store workflow tasks,
- a History list to log workflow activities.



When you migrate an entire SharePoint site with workflows, those dependencies are copied automatically and workflows are properly configured on the target.

However, if you do a list level copy or migrate a workflow separately, these two lists are not migrated automatically, so you need to make sure they are copied first.

Note that the standard Workflow History list is hidden by default. Toggle Hidden Lists in the right-click menu of the Lists container to see it.

## Migrating SharePoint Designer Objects

Quest Migration Solutions for SharePoint support migration of SharePoint Designer file objects (custom web pages, list forms, images, style sheets, etc.).

There are three ways to copy SharePoint Designer objects using the application:

- Include SharePoint Designer objects in a site copy
- Include SharePoint Designer objects in a list/library copy
- Copy SharePoint Designer objects separately

To copy SharePoint Designer objects as part of site copy, turn on the Copy SharePoint Designer Objects option in the Copy Site section of Profile Manager.

To copy SharePoint Designer objects as part of list copy, turn on the Copy SharePoint Designer Objects option in the Copy List section of Profile Manager.



Profile Manager is available from the **Help** ribbon. See [Appendix I. Profile Manager](#) for more information.

To copy SharePoint Designer objects separately:

1. Select the site/list/library in the **Navigator** and use the **SPD Objects** button on the **View** ribbon.



Alternatively you can select **Objects** in the right-click menu on the site/list and click **Show SharePoint Designer Objects**.

2. The SharePoint Designer objects will be displayed in the **Contents** tab in the right pane:

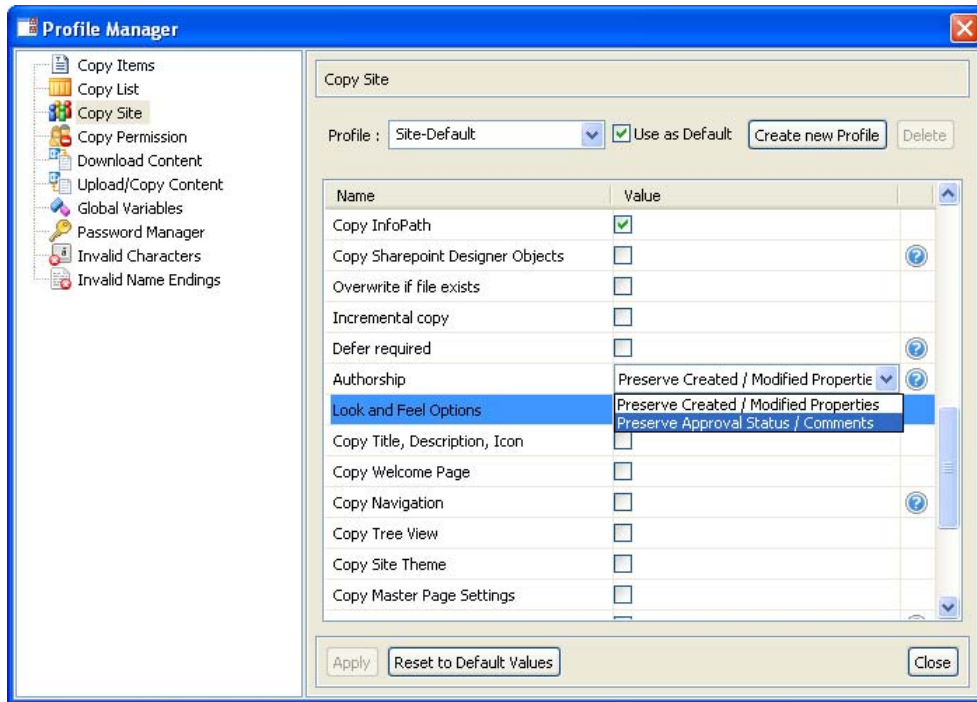
Name	Type
Upload.aspx	Document
Thumbnails.aspx	Document
repair.aspx	Document
Explorer View.aspx	Document
EditForm.aspx	Document
template.dotx	Document
DispForm.aspx	Document
AllItems.aspx	Document
Combine.aspx	Document
Document	Folder
Email	Folder

3. Copy/paste or drag-n-drop SharePoint Designer objects to a destination site/list.

## Preserving Content Authorship and Approve/Reject Status

The default behavior of the application is to retain the core authorship data (**Created/Modified By** and **Created/Modified At**). For lists with Content Approval enabled, an option is provided to retain either the **created/modified properties** or the **content approval status**.

To retain the content approval status, enable the **Preserve Approval Status/Comments** option in the Copy List or Copy Site section of Profile Manager:



Profile Manager is available from the **Help** ribbon. See [Appendix I. Profile Manager](#) for more information.



Note that the **Preserve Approval Status/Comments** option works only on non-versioned or major versioned lists and document libraries.

## User/Group Mapping

The user mapping feature enables migration of SharePoint users/groups and permissions between domains, which may include Active Directory, Microsoft LiveID, Forms and other authentication providers.



When a user cannot be created in the target environment, the application by default will replace that user account with the account of the user executing the operation. You may override this behavior by updating the **Default User Login** field in **Help>Profile Manager>Global Variables**.

To turn on the user mapping, check the **Re-map Users** option in the copy wizard and load a CSV file that maps source users to target users:

**Copy List/Library**  
Specify parameters for list copy

Name: Just a team site  
URL: http://mss2010.corp.spb.qsft/sites/auth401/justteam

List Name: Shared Documents

Profiles: List-Default

**List Copy Options**

**Advanced Options**

☐ Overwrite if file exists ?

☐ Incremental copy ? Last [ ] days

☐ Apply Filter Filter ?

☒ Re-Map Users Load ?

☐ Re-Map Site and List Templates Load ?

Generate Script Finish Cancel

The CSV file should have a source to target entries for each user and group to map. You can also do a wildcard domain mapping as shown below:

	A	B
1	ACME-EAST\*	ACME-WEST\*
2	ACME-EAST\aklein	ACME-WEST\amy.klein
3	ACME-EAST\bwood	ACME-WEST\brian.wood
4	ACME-EAST\bwilson	ACME-WEST\bob.wilson
5	ACME-EAST\cphillips	ACME-WEST\disabled
6	ACME-EAST\csmith	ACME-WEST\chris.smith
7		

The application provides the Site Users report that is a good starting point to create your mapping file:



1. Right-click on the source site and select **Reports | Site Users Report (csv)**.
2. Specify the CSV file to export site users to.
3. When export completes, click **Open CSV**.
4. Map each source user to a target user account.

## User Mapping for Folder Permissions Migration

When migrating folder permissions, the target list might have no permissions assigned. This happens because the tool creates permissions using the user display name, and then compares and deletes users without permissions on the Public Folder using "domain\user".

You can use the user mapping feature to override this behavior. The mapping file will map the user display name to his/her down-level logon name (domain\UserName). The file entry should look as follows:

```
"User Name",Domain\UserName
```

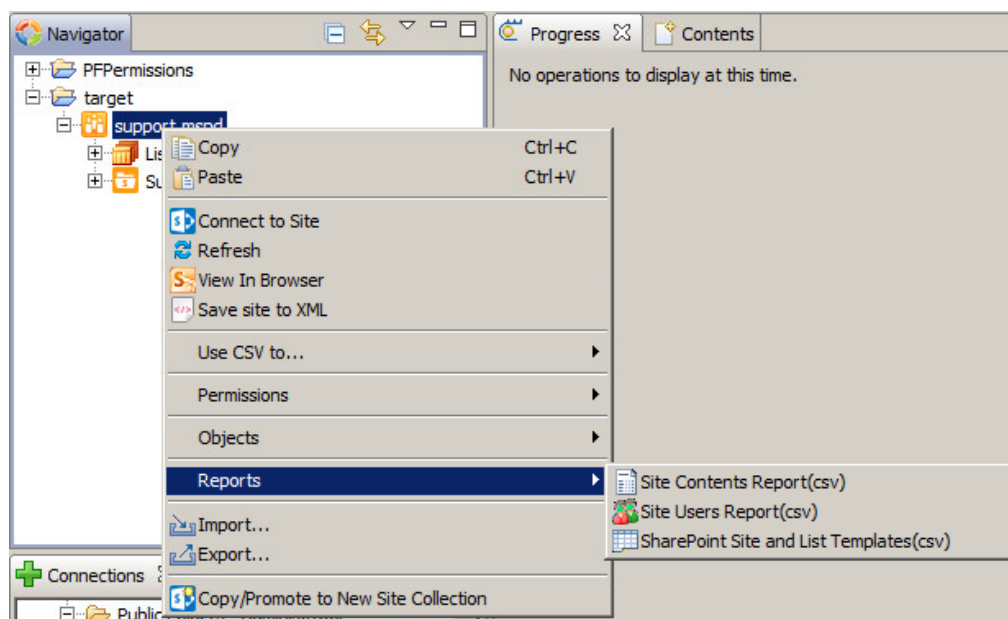


If a user display name contains a comma, it should be surrounded by quotes, e.g. "Smith, Steve",domain\Ssteve.

The CSV file will not contain quotes.

Perform the following:

1. Generate the Site Users report that will be used as the mapping file:
  - a) Right-click on the source site and select **Reports | Site Users Report (csv)**:



- b) Save the resulting .csv file.



The generated CSV file looks as follows:

```
NT AUTHORITY\authenticated users,NT AUTHORITY\authenticated users
kate,COOL\kate
COOL\Administrator,COOL\administrator
allessandro,COOL\allessandro
Brad McCarthy,COOL\bmccarthy
BUILTIN\administrators,BUILTIN\administrators
CS-BHSHARE2010\administrator,CS-BHSHARE2010\administrator
group2,COOL\group2
NT AUTHORITY\LOCAL SERVICE,NT AUTHORITY\LOCAL SERVICE
Richard Schaller,COOL\rschaller
Spencer Pelley,COOL\spelley
Steve,COOL\steve
System Account,SHAREPOINT\system
Trevor Pike,COOL\tpike
user1,,COOL\user1
user2,,COOL\user2
```

If you migrate to a brand new Site Collection with no users, the generated CSV file will contain only the administrator name:



```
COOL\Administrator,COOL\administrator
System Account,SHAREPOINT\system
```

To workaround this, public folder can be migrated twice. The first migration will create all users in the site collection. Then, generate the CSV report containing all users from the migrated Public Folder and use it for the second.

2. When creating a migration job, turn on the user mapping by checking the **Re-map Users** option in the copy wizard and loading the created CSV file.

## Template Mapping

By default, the application creates target sites and lists using the same templates as the original sites and lists.

You can override the default mapping by providing your own template mapping file in the CSV format.

The CSV file should have a mapping for each source site or list template you want to remap:

```
CUSTOMSITE#0,STS#0
PORTALCUSTOM,SPS#0
10001,101
10002,100
```

The first value in each line is the ID of the original site or list template and the second value selects the desired new template.

To apply a custom template mapping, check the **Re-map Site and List Templates** option in the site or list copy wizard and load the file:

**Copy List/Library**  
Specify parameters for list copy

Name: Nuts\_bolts  
URL: http://mss2010.corp.spb.qsft/sites/auth401/nutsbolts

List Name: Shared Documents

Profiles: List-Default

**List Copy Options**

**Advanced Options**

☐ Overwrite if file exists

☐ Incremental copy Last  days

☐ Apply Filter Filter

☐ Re-Map Users Load

☒ Re-Map Site and List Templates Load

Generate Script Finish Cancel

The application provides the **Site and List Templates** report that is a good starting point to create your mapping file:



1. Right-click on the source site and select **Reports | SharePoint Site and List Templates**.
2. Specify the CSV file to export templates to.
3. Repeat 1-2 for the target site.



4. Use the generated report files to locate internal templates IDs to put into your custom template mapping.

# Updating the Application

Quest Migration Solutions for SharePoint includes an automatic update feature that notifies you about new updates available for the application. If you choose to apply the update, the update is downloaded and installed automatically.

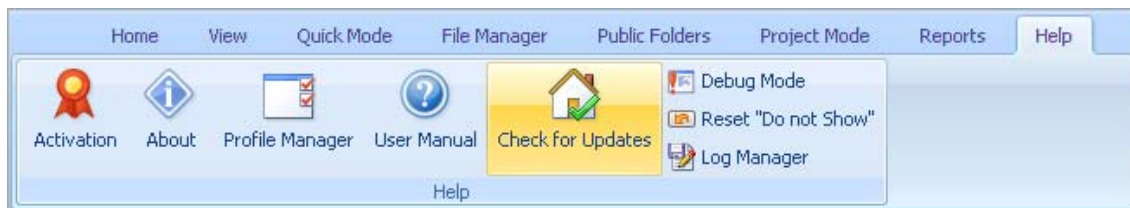


Windows Vista/7 users may need to start the application as administrators to apply updates.

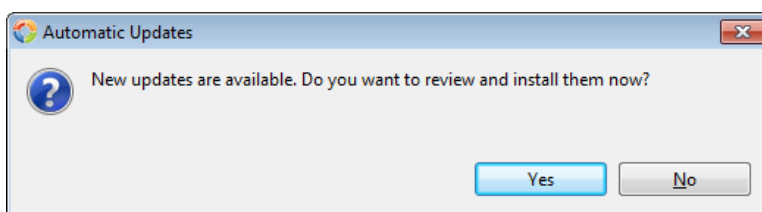


If you have the application installed on a computer with no Internet access, you can download the latest install package from the Quest web site and use it to update the application offline.

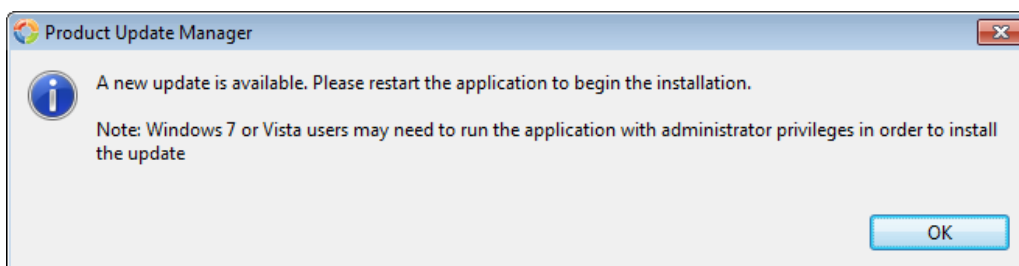
The application checks for available updates at startup, but you can also use the **Check for Updates** button on the **Help** ribbon:



If there is a new update, you will be prompted to apply it:

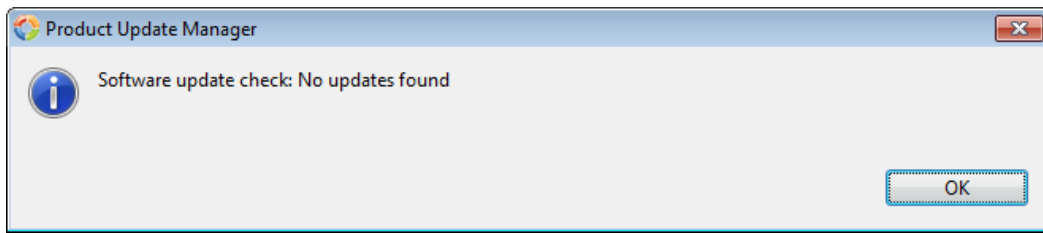


If you see the following notification, close the application and start it as administrator to apply the update:





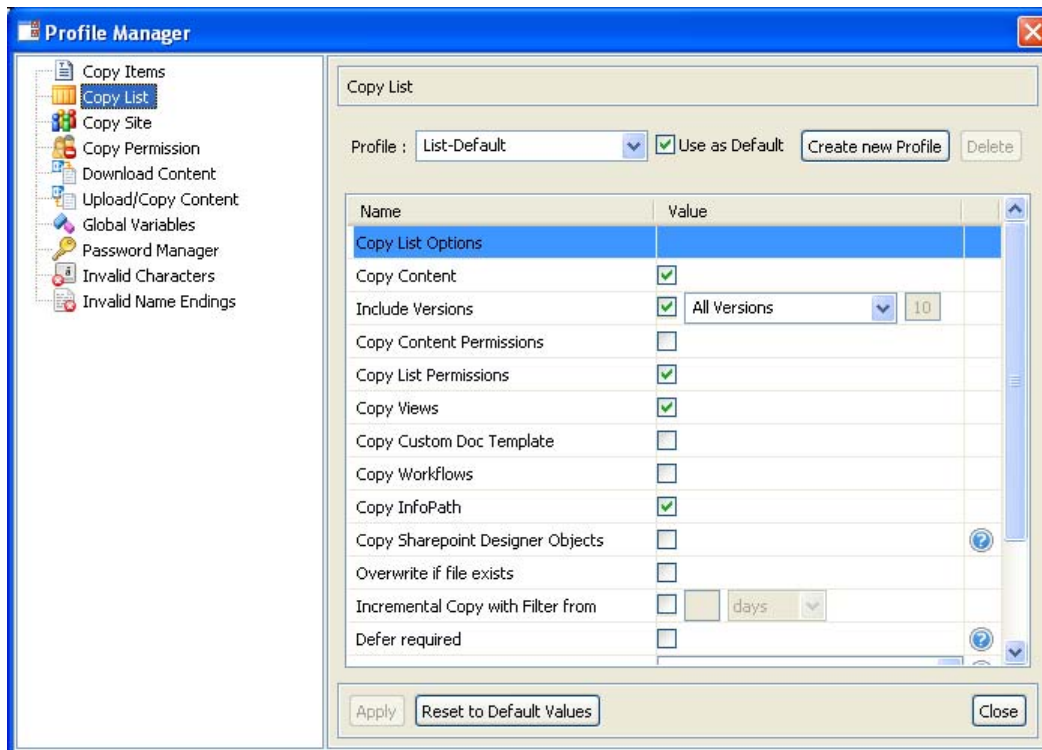
If no updates are found, you will see the following notification:



## Appendix I. Profile Manager

Many options and choices have been included to enable fine control over specific operations. Upon installation, the options are pre-selected with the most common settings. Users always have the option to modify these settings prior to commencing an operation, but they are automatically returned to the default state the next time the operation is run.

In some cases, users need the ability to adjust these setting or create profiles that contain selections for common operations that are appropriate for them. Profile Manager available from the Help ribbon is intended for this purpose. You can alter default profiles or create new ones. The profiles may then be selected during the corresponding operations, allowing you to set all appropriate options at one time.



Selecting an operation displays a profile name along with a list of available options. By default, the selections in the profile correspond to “out-of-the-box” functionality.



The options shown are unique to each operation and are not inherited to higher level operations (e.g. changes to item level profiles are not inherited by list or site level profiles).



**Global Variables** profile is primarily intended for diagnostic purposes and should not be modified unless advised to do so by Quest Support.

A profile selection field is available for most core operations and wizards. To select an alternate profile, use the provided drop-down field:

The screenshot shows a window titled "Copy Site Properties". It contains two text input fields: "Site Name" with the value "justteam" and "Site Title" with the value "Just a team site". Below these is a "Profiles" drop-down menu, which is highlighted with a red rectangle and currently shows "Site-Default". Underneath the drop-down are four expandable sections, each with a small icon and a right-pointing arrow: "Site Copy Options" (with a SharePoint icon), "List Copy Options" (with a list icon), "Advanced Options" (with a document icon), and "Look and Feel Options" (with a paint palette icon).



Note that individual options may still be changed regardless of the selected profile.

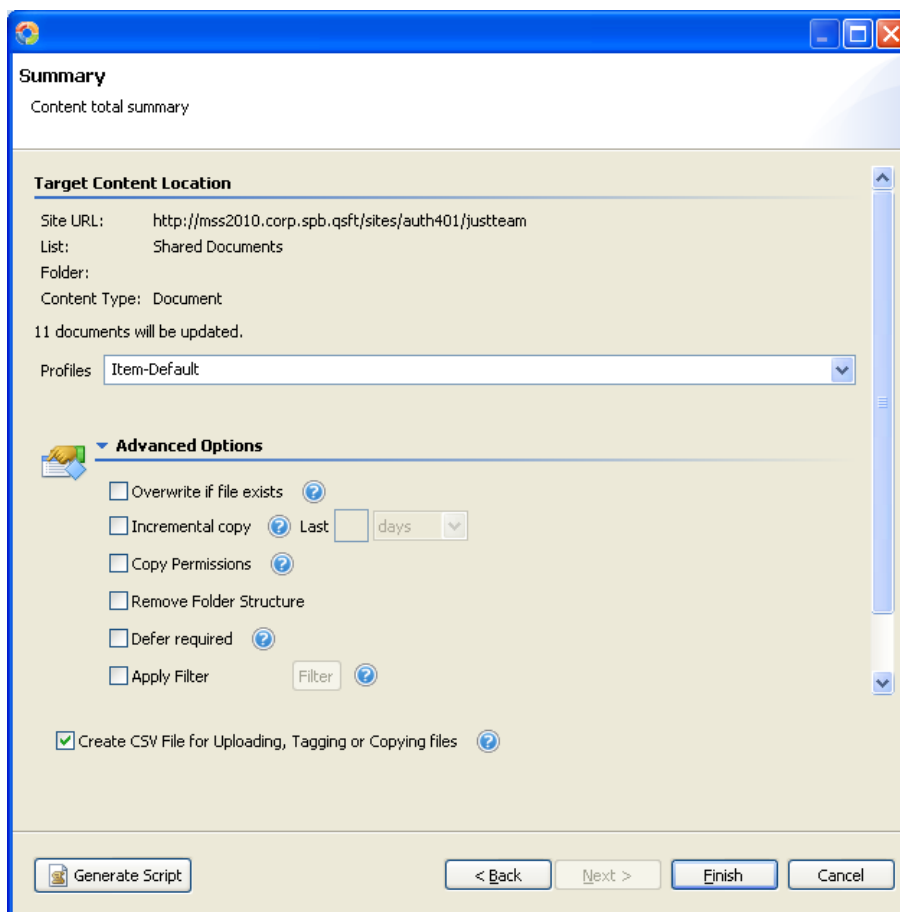
## Appendix II. CSV Based Migration

Quest migration tools allow users to import files and messages into SharePoint and copy and documents between SharePoint sites and libraries using CSV files. These files are typically generated automatically when you choose the **Create CSV** option in the copy wizard and contain the necessary metadata required to import content. They may be modified using Microsoft Excel or any text editor.

### Creating a CSV File

To create a CSV file:

1. Select the **Create CSV File for Uploading, Tagging or Copying Files** option under Advanced Options in the copy wizard:





The **Create CSV File for Uploading, Tagging or Copying Files** option is available in the following copy wizards:

- Item Copy Wizard (for lists and public folders)
- File Copy Wizard.

- Specify the location name of the CSV file in the **File Location** window and click **Create**. For more information, please refer to the [CSV Format for File Upload to SharePoint](#), [CSV Format for SharePoint to SharePoint Copy](#) or [CSV Format for E-Mail and Public Folder Objects Copy](#) section below.



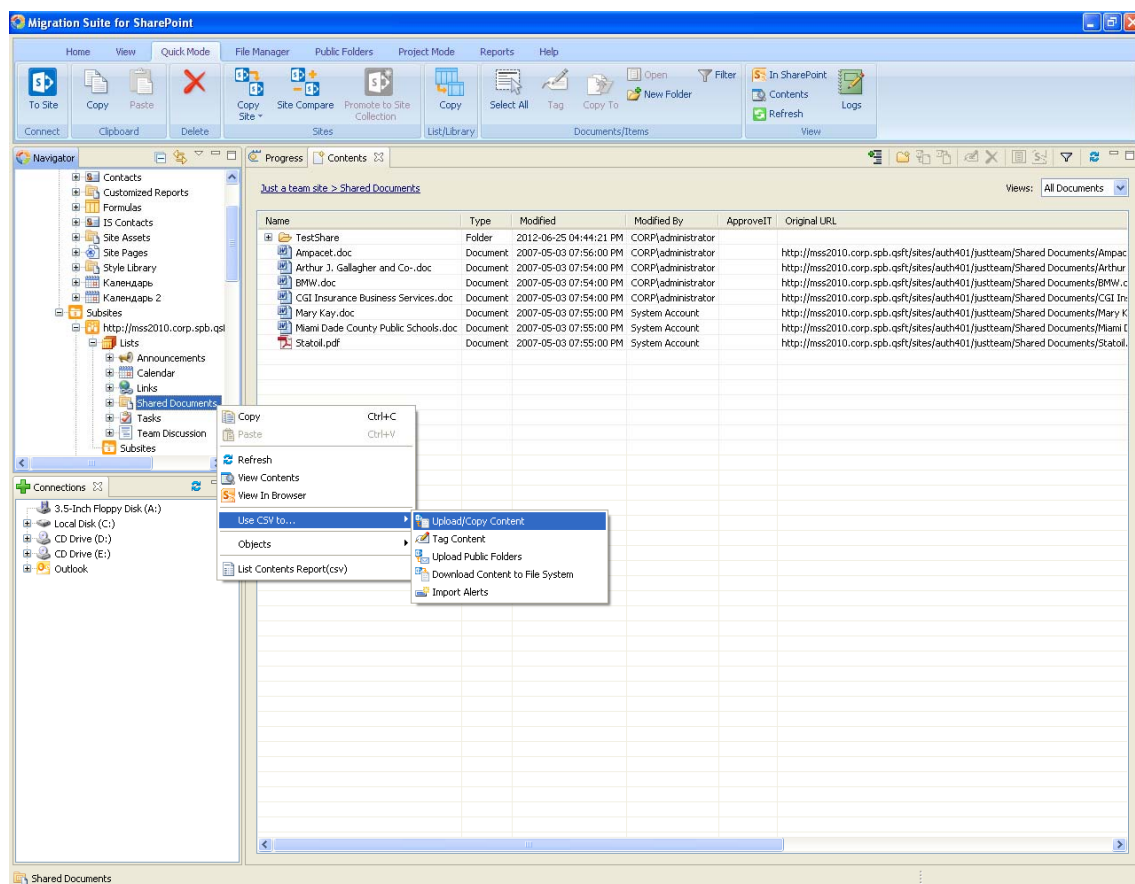
You can change the separator used in the CSV to a semicolon in the Global Variables section of Profile Manager. See [Appendix I. Profile Manager](#) for more information.

- Once you finish working with your CSV file, you can copy/upload items.

## Copying/Uploading Items Using a CSV File

To copy/upload items using a CSV file:

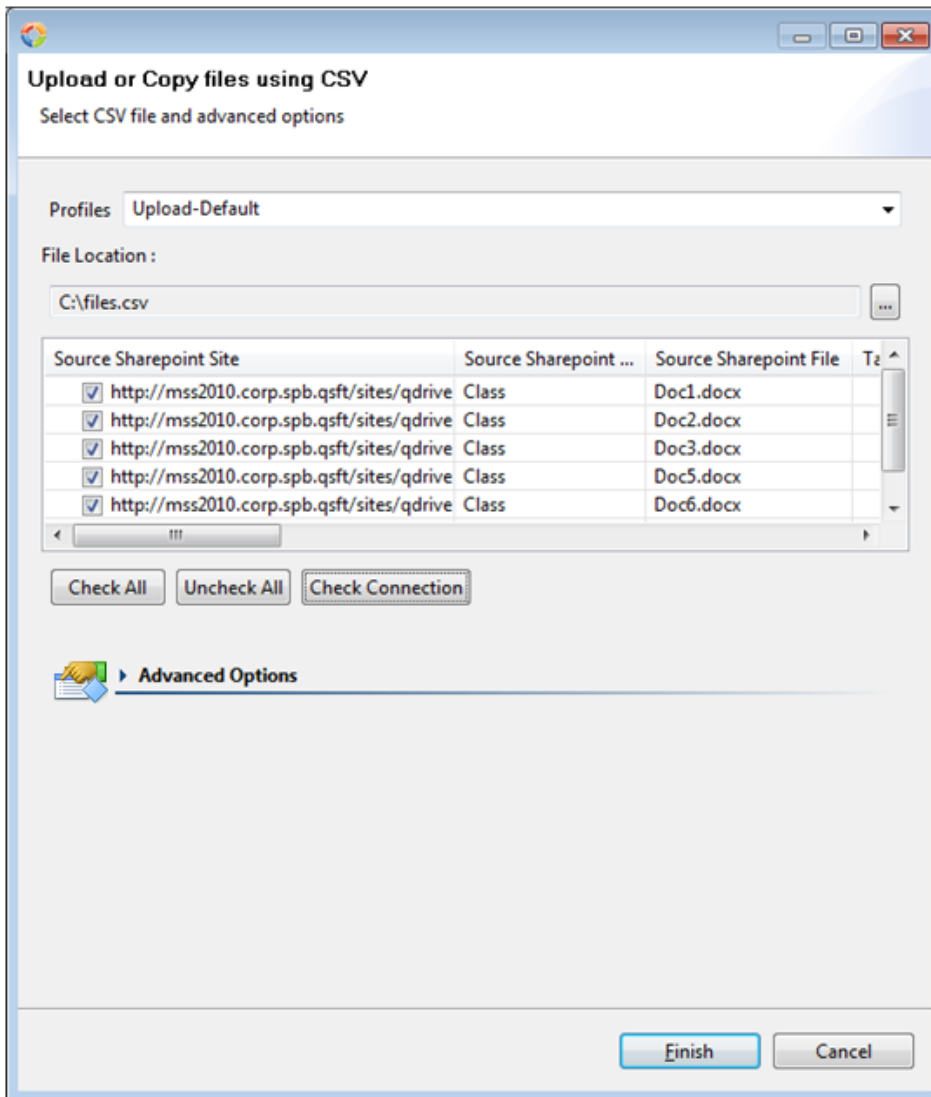
- Right-click on the target list or document library in the **Navigator**, expand the **Use CSV to...** menu item and select **Upload/Copy Content**:



- In the window that is displayed, select the CSV file.



3. Check the items to copy/import:



4. Expand **Advanced Options** and set copy options:

**Advanced Options**

Use Charset for Encoding file: windows-1251

☒ Use Created / Modified Properties from Spreadsheet

☒ Overwrite if file exists

☐ Incremental copy

☐ Defer required

☐ Copy Permissions

☒ Include Versions

☒ Include All Versions

☐ Include most recent Versions: 10

5. To start the copy process, press the **Finish** button.

The following tables describe the columns used within these CSV files when importing files to SharePoint and copying files between SharePoint locations.

## CSV Format for File Upload to SharePoint

COLUMN NAME	DESCRIPTION
Source File	Identifies the physical path to the file that will be uploaded.
Target SharePoint Site	Identifies the target site for the file listed in the source file column. The field is left blank by default but may be specified to upload content into different sites and lists using the same CSV file. In order to take advantage of this feature the CSV file must be uploaded on a site not a list level.
Target SharePoint List	Identifies the target list for the import.
SharePoint File Name	Identifies the SharePoint item name that will be used for the import ( "/" is used to identify folders).
Content Type	Identifies the SharePoint content type that will be used for the import. This content type should already exist within the target SharePoint list and must be spelled exactly the same way to avoid errors.
Custom Fields	Any custom fields would be listed following the content type. These fields must already exist within the target SharePoint list (and content Type). The values entered here must also pass any SharePoint validation or restrictions for the corresponding field.
Created At	Identifies the content creation date which is extracted from the file system. If left blank the value will be set to the current date and time.
CSV ID Col	This is a reserved field utilized for incremental copy functionality. Do not enter anything into this field.

<b>COLUMN NAME</b>	<b>DESCRIPTION</b>
Modified At	Identifies the last content modification date which is extracted from the file system. If left blank the value will be set to the current date and time.
Created By	Identifies the user who created the content. If left blank the value will be set to the user currently logged into SharePoint.
Modified By	Identifies the user who last modified the content. If left blank the value will be set to the user currently logged into SharePoint.
Mark Version	For versioned libraries, identifies the version level for the item being imported ("Major" or "Minor"). If a quasi-versioning system was used in the file system, this field along with the SharePoint File Name can be used to recreate the versions in SharePoint. In order to implement this functionality, use the same file name in the SharePoint File Name field and then specify the appropriate version level in this field. If left blank, the default version level will be used during import.
Version Comment	Specifies the comment that will be used when importing items.

## CSV Format for SharePoint to SharePoint Copy

<b>COLUMN NAME</b>	<b>DESCRIPTION</b>
Source SharePoint Site	Identifies the source site for the content to be copied.
Source SharePoint List	Identifies the source list for the content to be copied.
Source SharePoint File	Identifies the source name for the content to be copied.
Target SharePoint Site	Identifies the target site for the content to be copied. This field is left blank by default but may be entered to copy content to different sites and lists using the same CSV file.  In order to take advantage of this feature, the CSV file must be copied on a site not a list level.
Target SharePoint List	Identifies the target list for the content to be copied.
SharePoint File Name	Identifies the target SharePoint item name for the content to be copied ("/" is used to identify folders).
Content Type	Identifies the SharePoint content type for the content to be copied. This content type should already exist within the target SharePoint list and must be spelled exactly the same way to avoid errors.

COLUMN NAME	DESCRIPTION
Custom Fields	Any custom fields would be listed following the content type. These fields must already exist within the target SharePoint list (and content Type). The values entered here must also pass any SharePoint validation or restrictions for the corresponding field.
Created At	Identifies the content creation date. If left blank the value will be set to the current date and time.
CSV ID Col	This is a reserved field utilized for incremental copy functionality. Do not enter anything into this field.
Modified At	Identifies the last content modification date. If left blank the value will be set to the current date and time.
Created By	Identifies the user who created the content. If left blank the value will be set to the user currently logged into SharePoint.
Modified By	Identifies the user who last modified the content. If left blank the value will be set to the user currently logged into SharePoint.
Mark Version	For versioned libraries, identifies the version level for the item being imported. If left blank, the default version level will be used during import.
Version Comment	Specifies the comment that will be used when importing items.

## CSV Format for E-Mail and Public Folder Objects Copy

COLUMN NAME	DESCRIPTION
Item Name	Generally this is the subject of the e-mail.
Outlook Path	Identifies the location of the e-mail in the source.
Entry ID	This is a reserved field.
Target SharePoint Site	Identifies the target site for the file listed in the source file column. This field is left blank by default but may be specified to upload content to different sites and lists using the same CSV file. In order to take advantage of this feature, the CSV file must be uploaded on a site not a list level.
Target SharePoint List	Identifies the target list for the import.
SharePoint File Name	Identifies the SharePoint item name that will be used for the import ( "/" is used to identify folders).
Content Type	Identifies the SharePoint content type that will be used for the import. This content type should already exist within the target SharePoint list and must be spelled exactly the same way to avoid errors.

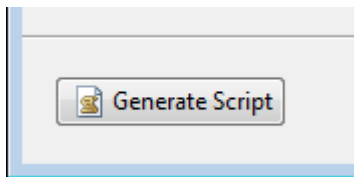
COLUMN NAME	DESCRIPTION
Custom Fields	Any custom fields would be listed following the content type. These fields must already exist within the target SharePoint list (and content Type). The values entered here must also pass any SharePoint validation or restrictions for the corresponding field.
Created At	Identifies the content creation date which is extracted from the file system. If left blank the value will be set to the current date and time.
CSV ID Col	This is a reserved field utilized for incremental copy functionality. Do not enter anything into this field.
Modified At	Identifies the last content modification date which is extracted from the file system. If left blank the value will be set to the current date and time.
Created By	Identifies the user who created the content. If left blank the value will be set to the user currently logged into SharePoint.
Modified By	Identifies the user who last modified the content. If left blank the value will be set to the user currently logged into SharePoint.
Mark Version	For versioned libraries, identifies the version level for the item being imported ("Major" or "Minor"). If a quasi-versioning system was used in the file system, this field along with the SharePoint File Name can be used to recreate the versions in SharePoint. To implement this functionality, use the same file name in the SharePoint File Name field, and then specify the appropriate version level in this field. If left blank, the default version level will be used during import.
Version Comment	Specifies the comment that will be used when importing items.

## Appendix III. Command Line Reference

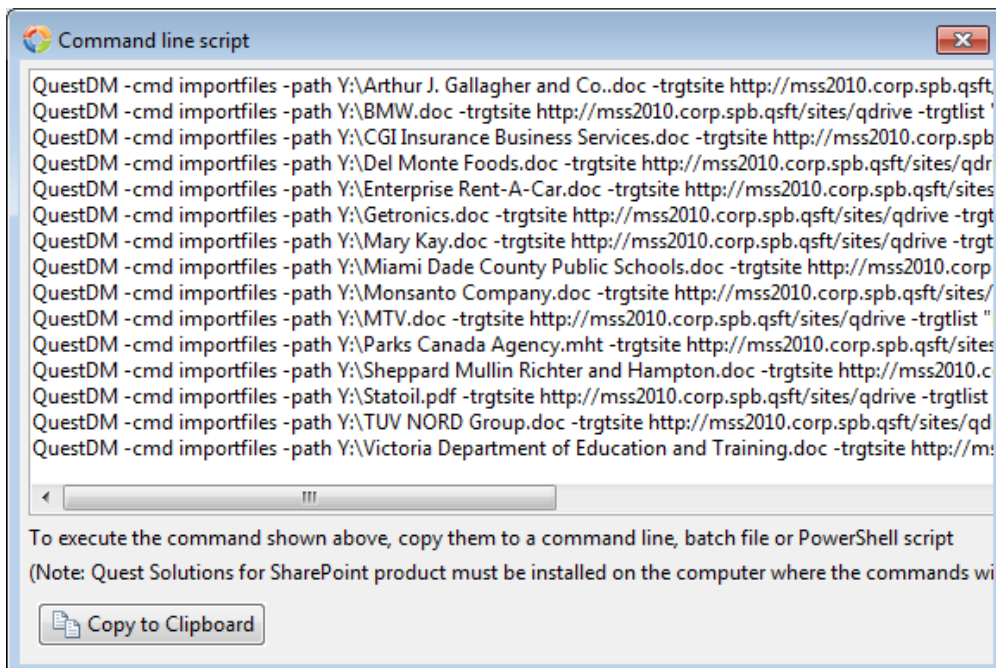
In addition to running migration tasks interactively or on schedule in the UI, you can script your migrations by invoking the command-line utility included with the application:

```
%ProgramFiles%\Quest Software\Migration Suite for  
SharePoint\quest\QuestDM.exe
```

The most convenient way to generate the command line is to use the **Generate Script** button available in most copy wizards:



Note that **Generate Script** is only available in the Quick Mode.



You can also use the following reference to construct your own command lines or make changes to the automatically generated scripts:

## General Syntax

COMMAND	DESCRIPTION
QuestDM.exe -help	Prints command line help
QuestDM.exe -cmd [command]	Executes a command: <ul style="list-style-type: none"> <li>• copylist copies a list</li> <li>• copysite copies a site</li> <li>• copyitems copies items/documents</li> <li>• copyItemsUsingCSV - copies items using CSV file</li> <li>• checkcreds checks source credentials</li> </ul>
QuestDM.exe -encrypt [password]	Prints encrypted password

## Common Parameters

PARAMETER	DESCRIPTION
-srcsite [url]	Source site URL
-srclist [name]	Source list name
-trgtsite [url]	Target site URL
-trgtlist [name]	Target list name
-log [file]	Output file that captures results of all activities
-noSplash	Suppresses splash screen
-proxy [host:port]	Sets proxy configuration: user:pass@host:port or host:port

## Connection Parameters

PARAMETER	DESCRIPTION
-srcuser [user]	Source site user name
-srcpass [password]	Source site password

PARAMETER	DESCRIPTION
-srcepass [password]	Source site encrypted password
-srcdomain [domain]	Source site domain
-srchost [host]	Source site host
-srcport [port]	Source site port
-srcuseproxy	Use proxy to source site
-trgtuser [name]	Target site user name
-trgtpass [password]	Target site password
-trgtepass [password]	Target site encrypted password
-trgtdomain [domain]	Target site domain
-trgthost [host]	Target site host
-trgtport [port]	Target site port
-trguseproxy	Use proxy to target site

## Copylist Parameters

PARAMETER	DESCRIPTION
-donotcopycontenttypes	Do not copy list content types
-copylistcontent	Copy list content
-copylisthistory	Copy version history
-copylistpermissions	Copy list permissions
-copylistviews	Copy list views
-usermapping [path]	Pass CSV file with users mapping to the copy operation
-templatemapping [path]	Pass CSV file with list templates mapping

## Copysite Parameters

PARAMETER	DESCRIPTION
-asnewsite	Copy site as new site
-asnewsitecollection [url]	Copy site as new site collection
-copysubsites	Copy site with subsites



PARAMETER	DESCRIPTION
-copypermissions	Copy site permissions
-copygroups	Copy site groups
-copywebparts	Copy site webparts
-copycollectionfeatures	Copy site collection features
-copyfeatures	Copy site features
-copycontenttypes	Copy all content types
-copylists	Copy all lists
-copylistcontent	Copy list content
-copylisthistory	Copy item history
-copylistpermissions	Copy list permissions
-copylistviews	Copy list views
-copylisttemplates	Copy list document templates
-rootname [name]	New name for the target site
-copythreads [number]	Number of parallel threads for list copy
-usermapping [path]	Pass CSV file with users mapping to the copy operation
-templatemapping [path]	Pass CSV file with templates mapping
-centraladminurl [url]	URL of the Central Administration site
-farmadmin [user]	Farm administrator user name
-farmadminpassword [password]	Farm administrator password
-farmadminpassword [password]	Farm administrator encrypted password
-copylayoutsgallery	Copy page layouts gallery
-copymastergallery	Copy master page gallery

PARAMETER	DESCRIPTION
-copylookfeel [all]   [page[,page]]	<p>Copy look and feel options:</p> <ul style="list-style-type: none"> <li>• all - copy everything</li> <li>• title - copy title, description, icon</li> <li>• navigation - copy navigation</li> <li>• treeview - copy tree view</li> <li>• sitetheme - copy site theme</li> <li>• linkbar - copy top link bar</li> <li>• launch - copy Quick Launch</li> <li>• layouts - copy layouts and site templates</li> <li>• master - copy master page settings</li> <li>• welcome - copy welcome page</li> <li>• copyspd - copy SharePoint Designer objects</li> </ul>

## Copyitems Parameters

PARAMETER	DESCRIPTION
-mapping [template.mvmap]	Mapping template file
-trgtfolder [path]	Target folder path
-filter {[field][operator][value]}	<p>Filter source items:</p> <ul style="list-style-type: none"> <li>• field - internal name of a field in SharePoint</li> <li>• operator - compare operator (=, !=, &lt;, &gt;)</li> <li>• = equals to</li> <li>• != does not equal to</li> <li>• &gt; greater than</li> <li>• &lt; less than</li> <li>• ^= starts with</li> <li>• *= contains</li> <li>• value - criteria</li> </ul> <p>For dates, use these patterns: yyyy-MM-dd HH:mm:ss or yyyy-MM-dd</p>
-usermapping [path]	Pass CSV file with users mapping to the copy operation
-authorship	Authorship: basic preserve Created/Modified properties (by default)
-approval	preserve Approval Status/Comments

## Importfiles Parameters

PARAMETER	DESCRIPTION
-path [path]	File path
-mapping [template.mvmap]	Mapping template file
-filter {[field][operator][value]}	<p>Filter source items:</p> <ul style="list-style-type: none"> <li>• field - internal name of a field in SharePoint</li> <li>• operator - compare operator (=, !=, &lt;, &gt;)</li> <li>• = equals to</li> <li>• != does not equal to</li> <li>• &gt; greater than</li> <li>• &lt; less than</li> <li>• ^= starts with</li> <li>• *= contains</li> <li>• value - criteria</li> </ul> <p>For dates, use these patterns: yyyy-MM-dd HH:mm:ss or yyyy-MM-dd</p>
-usermapping [path]	Pass CSV file with users mapping to the copy operation

## Examples

```
QuestDM.exe -cmd copylist -srcsite http://host/site -srclist DocLib -
srcuser DOMAIN\user -srcpass passwd -trgtsite http://host/site2 -trgtlist
DocLib2 -trgtuser DOMAIN\user -trgtpass passwd -copylistcontent -
copylisthistory -copylistviews -copylisttemplates -usermapping
path/file.csv -templatemapping path/file.csv -log output.log
```

```
QuestDM.exe -cmd copysite -srcsite http://host/site -trgtsite
http://host/site2 -rootname newsite -asnewsite -copysubsites -
copypermissions -copywebparts -copycollectionfeatures -copyfeatures -
copycontenttypes -copylists -copylistcontent -copylisthistory -
copylistpermissions -copylistviews -copylisttemplates -usermapping
path/file.csv -templatemapping path/file.csv -log output.log
```

```
QuestDM.exe -cmd copyitems -srcsite http://host/site -srclist DocLib -
trgtsite http://host/site2 -trgtlist DocLib2 -trgtfolder folder1 -mapping
D:/Temp/template.mvmap -filter "FileLeafRef*=.jpg" "Modified>2010-01-01"
"Modified_x0020_By=DOMAIN\user" -usermapping path/file.csv -log
output.log
```

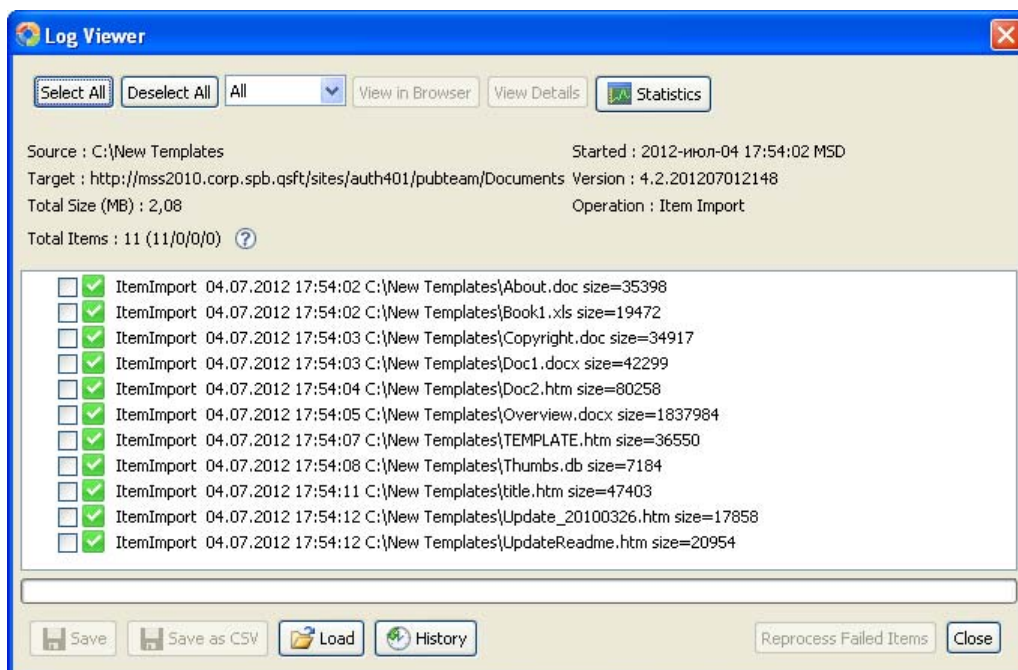
```
QuestDM.exe -cmd importfiles -path C:/Temp/file1.doc -trgtsite
http://host/site2 -trgtlist DocLib2 -mapping D:/Temp/template.mvmap -
usermapping path/file.csv -log output.log
```

```
QuestDM.exe -help -noSplash -log output.log
```

## Appendix IV. Troubleshooting

When something is not working as expected in the application, the Quest Support team may request some information from you to help resolve the issue:

- Screenshots – it is almost always easier to diagnose issues and collect information using pictures. Please try to send several screenshots with relevant data along with other logs.
- Log files – the application creates two types of logs: user logs and systems logs.
  - User logs are generated for most operations and are displayed in the **Log Viewer**. All (or specific) items in the log can be selected and saved on your computer for later use.



- System logs are generated behind the scenes and contain internal information that is intended for the engineering team. Besides the standard logging, there is also a Debug Mode logging procedure that collects significantly more information. **Debug Mode** can be enabled using a checkbox on the **Help** tab of the ribbon.



**Debug Mode** should not be enabled by default as it collects a great deal of information and subsequently slows down the application. Remember to turn off **Debug Mode** after collecting extended logs.

The application contains a special utility for collecting and compressing system and user logs into a single zip file.

To collect the logs, follow this procedure:

1. Click **Log Manager** on the Help tab of the ribbon:



2. Click the ... button and select the location and file name for the zip file.
3. Click **Save Logs** or **Save Environment** (which collects additional data about your environment).
4. Send the zip file to Quest Support along with screenshots.

## Appendix V. Log Files Location

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After the tool is installed and started for the first time, a new directory is created that will store user specific information related to the application.

By default, this workspace will be created in the user's home directory. In Windows Vista and higher, the default workspace location is **C:\Users\%username%\QuestMS**. For earlier versions of Windows, it will be stored in the **Documents and Settings** directory.

To change the default workspace location, perform the following steps:

1. Close the application.
2. Create a new folder in your drive (e.g. **C:\QuestMS**).
3. Go to **%ProgramFiles%\Quest Software\Migration Suite for SharePoint\quest\configuration** and open the **config.ini** file for editing.

Please note:



1. This folder is hidden, so you may need to show hidden files/folders in Folder Options.
2. Use WordPad to open the file.
3. You may need to start WordPad using the **Run as Administrator** option to overcome Windows security settings.
4. Edit the last line of this file. Change **osgi.instance.area.default=@user.home/QuestMS** to **osgi.instance.area.default=c:/QuestMS** (\*note that the forward slash is used instead of back slash)
5. Save and close config.ini.
6. Start the application.

The workspace stores the following data:

- License Information
- The project directories that are displayed in the Navigator pane, which includes the cache of the site structure
- Log files (metadata)
- Temporary connection properties used by the tool
- Project Mode jobs
- Various settings and filters used throughout the application interface

The following types of logging information are stored within the workspace:

1. **Quick Mode logs** - these logs are displayed after a Migration Manager operation is complete. They are stored as .xml files and located in the **appLog** directory.
2. **Project Mode logs** - these logs are located in the **activityDataStore** directory and stored as .xml. The history and activity xml files related to the jobs are stored in this location.
3. **Debug logs** - these logs are created when the **Debug Mode** is activated. The .log, bak\_0.log, etc. contain the operations that the tool is performing with enhanced logging. Lots of information is written when the **Debug Mode** is enabled which is helpful when investigating customer issues. Only 10 of these files are created, which means they will start to write over themselves if large operations are performed in the **Debug Mode**. Please perform as small a test as possible while this mode is enabled.
4. **Connection logs** – these logs are created when encountering connection issues and stored to the **transport.log** file.

## About Quest Software, Inc.

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Established in 1987, Quest Software (Nasdaq: QSFT) provides simple and innovative IT management solutions that enable more than 100,000 global customers to save time and money across physical and virtual environments. Quest products solve complex IT challenges ranging from [database management](#), [data protection](#), [identity and access management](#), [monitoring](#), [user workspace management](#) to [Windows management](#). For more information, visit [www.quest.com](http://www.quest.com).

## Contacting Quest Software

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Refer to our Web site for regional and international office information.

## Contacting Quest Support

Quest Support is available to customers who have a trial version of a Quest product or who have purchased a Quest product and have a valid maintenance contract. Quest Support provides unlimited 24x7 access to our Support Portal at [www.quest.com/support](http://www.quest.com/support)

From our Support Portal, you can do the following:

- Retrieve thousands of solutions from our online Knowledge Base
- Download the latest releases and service packs
- Create, update and review Support cases

View the *Global Support Guide* for a detailed explanation of support programs, online services, contact information, policies and procedures.

The guide is available at: [www.quest.com/support](http://www.quest.com/support).